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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, January 7, 2002

1:00 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:
- Fire Rules:
  - 313 – Certification of Eligibles

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The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 01/02/02

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, January 7, 2002

1:00 p.m.

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I. The Special Meeting convened at 1:13 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1. John Hanley, President, S.F. Fire Fighters Association, Local 798, spoke about the letter sent to the Commissioner from their Attorney Diane Sidd-Champion outlining Local 798's position.

2. Joe Moriarty, Vice President, S.F. Fire Fighters Association, Local 798, further explained the effects of an expanded certification on current vacancies resulting in a broader number than the proposed Statistically Valid Grouping (Sliding Band).

3. Kevin Smith, President, Black Fire Fighters Association, supported the Statistically Valid Grouping (Sliding Band) stating that it allows for flexibility and decision based on merit.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 1:27 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President, CSC
Donald A. Casper, Vice President, CSC
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Linda Ross, Office of the City Attorney
Gene Rucker, Civil Service Commission
Anita Sanchez, Civil Service Commission
Molly Stump, Office of the City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:48 p.m.

IV. Reconvened in open session at 2:48 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:49 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
January 7, 2002**

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**ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

SPECIAL PRESENTATION

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided.
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D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
January 7, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of December 3, 2001

Ex

Recommendation: Approve.

Regular Meeting of December 3, 2001

Recommendation: Approve.

Special Meeting of December 10, 2001 - 2:00 p.m. Open Session

Recommendation: Approve.

Special Meeting of December 10, 2001 - 2:30 p.m. Closed Session - Rule 313

Recommendation: Approve.

Special Meeting of December 10, 2001 - 2:30 p.m. Closed Session - Management Classification and Compensation Plan (MCCP)

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0897-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-01/02	Telecommunication & Information Services	$500,000	Will provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system, and analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	12/31/03
4068-01/02	Telecommunication & Information Services	$206,080	Will provide system software and special technical support services in the following areas: Operating System upgrades and customization; Customer Information Control System upgrade and migration; and FAMIS technical system support.	Regular	12/31/03
4069-01/02	Telecommunication & Information Services	$396,000	Will provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	12/31/03
4070-01/02	Telecommunication & Information Services	$210,000	Will participate in the development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Will analyze technical requirements and data design; and write technical programming specifications.	Regular	12/31/03
4071-01/02	Telecommunication & Information Services	$800,000	Will provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. Will maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	12/31/03
4174-99/00 *Withdrawn*	Telecommunication & Information Services	Increase Amount $147,820 New Amount $445,074	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02

0897-01-8 (continued)

December 3, 2001: PSC #4067-01/02 through PSC #4071-01/02 and PSC #4174-99/00 were granted qualified/conditional approval. The department was instructed to present additional information on the scope of services of the contracts to the Commissioners at its meeting of January 7, 2002.

December 27, 2001: PSC #4174-01/02 withdrawn. Duration shortened to March 29, 2002 and funding significantly reduced to less than 50%.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0975-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-01/02	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/02
4075-01/02	Public Health	$300,000	Will demonstrate the feasibility of providing methadone treatment through physician offices, with substance abuse counseling, neighborhood pharmacies, and appropriate training, to expand options available to treat narcotic (opiate) addiction.	Regular	12/31/02
4076-01/02	Airport	$89,000	Will conduct Airport-user satisfaction surveys to evaluate level of services and identify problems at the Airport for annual Air Passengers, Food and Beverage Concessions, Retail Services, and other special surveys.	Regular	12/31/02
4077-01/02	Children, Youth & Families	$100,000	Will provide evaluation services for a demonstration program that serves children ages 0-6 years old who are victims of violence.	Regular	12/31/02
4078-01/02	Municipal Transportation Agency	$3,000,000	Will implement an integrated client-server-based Scheduling System and Operator Dispatch and Timekeeping system (SSOD) with Data Collection/ Route Analysis. Will also provide training, data conversion and technical support.	Regular	12/31/04
4079-01/02	Public Utilities Commission (Water)	$800,000	Will assist the SF Public Utilities Commission (SFPUC) and its General Manager in attempting to generate increased lease or sale revenues in San Francisco, Alameda, San Mateo, and Santa Clara counties, and other areas where SFPUC owns surplus properties.	Regular	12/31/05
4080-01/02	Arts Commission	$115,000	Will design, fabricate, transport and install works of art in the interior of the new Ocean View Branch Library.	Regular	12/31/04
4082-01/02	Environment	$6,750,000	Will design and implement an energy efficiency lighting retrofit program for small businesses in San Francisco.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-95/96	Port	Increase Amount $80,000 New Amount $654,145	Will provide architectural and engineering services to add a boat wash facility and an infrared audible sign system, in addition to redesigning floating elements of the Mission Bay Master Plan project as a removable system.	Regular	12/31/02
4081-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $130,000	Will provide workshops to community agencies. Workshops will cover topics related to fiscal procedures; grant management and reporting; and cost allocation. Will also provide technical assistance in reviewing fiscal systems.	Regular	06/30/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of requests for approval of proposed personal services contracts. (File No. 0771-01-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02 *Withdrawn*	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

November 5, 2001: Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested a representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide the service.

November 19, 2001: Postpone to the meeting of January 7, 2002.

0771-01-8 (continued)

December 17, 2001: Request by the Department of Building Inspection for cancellation of Civil Service Contract No. 4046-01/02.

Recommendation: Withdrawn; Planning Commission has directed the Zoning Administrator to review the variance placed on 1660 Mission Street.

(8) **Proposed amendment to the Civil Service Commission Rule 012 Series - Eligible Lists, Holdover Lists and Return to Duty. (Item No. 0976-01-5) - Action Item**

Recommendation: Post the proposed Rule 012 Series amendment for meet and confer.

(9) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0978-01-5) - Action Item**

December 3, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.

Recommendation: Approve extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules until June 30, 2002.

(10) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0979-01-5) - Action Item**

December 3, 2001: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.

Recommendation: Approve extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules until June 30, 2002.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Report on provisional appointments. (File No. 0775-01-1) - Action Item

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
Recommendation of the Human Resources Director:	Approve.

(12) Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1) - Action Item

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
Recommendation:	Open for discussion.

(13) **Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0684-01-4) - Action Item**

November 19, 2001:	Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.
Recommendation of the San Francisco Police Department & the Human Resources Director:	Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

(14) **Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (File No. 0857-01-4) - Action Item**

Recommendation of the Executive Officer:	Deny the appeal of Neville Langit. Sustain the decision of the Executive Officer.

(15) **Appeal by Everett Brandon of the Human Resources Director's decision on complaint of unlawful endangerment. (File No. 0659-01-6) - Action Item**

Ex

Recommendation of the Human Resources Director:	Deny the appeal of Everett Brandon. Sustain the decision of the Human Resources Director.

(16) **Appeal by James McMaster of the background rejection for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No.0814-01-4) - Action Item**

Recommendation of the Office of the Sheriff and the Human Resources Director:	Deny the appeal of James McMaster. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

(17) **Appeal by Judith Argo on behalf of Edgar Green, Jr. of the Human Resources Director's decision to dismiss sexual harassment complaint. (Item No. 0858-01-6) - Action Item**

Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director; Deny the appeal by Edgar Green.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(18) Determination of future employability: dismissal of permanent civil service appointment of Aaron Whitley, Inventory Clerk (Job Code 1920), Department of Public Health. (File No. 0895-01-7) - Action Item

Recommendation of the Department of Public Health & the Human Resources Director: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

(19) Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

July 16, 2001: Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.

October 15, 2001: Off calendar.

Recommendation of the Fire Department & the Human Resources Director: Dismiss from City and County service; No future employment with the San Francisco Fire Department.

(20) Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0359-01-7) - Action Item

Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(21) Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0268-01-7) - Action Item

Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

Ex

(22) Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0005-01-7) - Action Item

Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(23) Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0808-01-7) - Action Item

Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

SPECIAL PRESENTATION

(24) **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (File No. 0804-01-1)**

November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(25) **Preliminary Civil Service Commission Budget Request, Fiscal Year 2002-03. (File No. 0982-01-1)**

Recommendation:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002.

(26) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(27) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
January 7, 2002

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:53 p.m.

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ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Peter Cohn, Attorney for Micah Norris (Item No. 13) indicated that Mr. Norris' family and supporters are present and are committed to the hearing by their appearing on his behalf. Also, Mr. Cohn requested that the continuation not prejudice Mr. Norris. The Commission indicated it would not.

APPROVAL OF MINUTES

Special Meeting of December 3, 2001

Action: Approve. (Vote of 5 to 0)

APPROVAL OF MINUTES (continued)

Regular Meeting of December 3, 2001

Action: Approve as amended. The Commission directed the Executive Officer to write a letter to the Mayor and the Board of Supervisors commending the Human Resources Director and staff on the Merit System Services and urge them to fully fund the program. (Vote of 5 to 0).

Special Meeting of December 10, 2001 - 2:00 p.m. Open Session

Action: Approve. (Vote of 5 to 0)

Special Meeting of December 10, 2001 - 2:30 p.m. Closed Session - Rule 313

Action: Approve. (Vote of 5 to 0)

Special Meeting of December 10, 2001 - 2:30 p.m. Closed Session - Management Classification and Compensation Plan (MCCP)

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

There will only be one meeting in January due to the Martin Luther King, Jr. holiday and one meeting in February (on February 4, 2002) due to the President's Day holiday. If necessary, the Commission will hold Special meetings to conduct/address any emergency matters.

0897-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4067-01/02	Telecommunication & Information Services	$500,000	Will provide business and systems analysis, and design expertise to implement Retirement's new PeopleSoft Pension Administration system, and analyze workflow to replace legacy Member Accounting system and retrofit current Benefit Payment system.	Regular	12/31/03
4068-01/02	Telecommunication & Information Services	$206,080	Will provide system software and special technical support services in the following areas: Operating System upgrades and customization; Customer Information Control System upgrade and migration; and FAMIS technical system support.	Regular	12/31/03
4069-01/02	Telecommunication & Information Services	$396,000	Will provide technical writing to develop complete project documentation in support of the Employees' Retirement Member Accounting, Benefit Payment, and Pension Administration Systems.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-01/02	Tele-communication & Information Services	$210,000	Will participate in the development of PC and Web-based applications in support of the DPW Bureau of Street Use and Mapping. Will analyze technical requirements and data design; and write technical programming specifications.	Regular	12/31/02
4071-01/02	Tele-communication & Information Services	$1,600,000	Will provide expert consultant and technical programming services for the Court Management Systems (CMS) Project. Will maintain application systems and design; and implement tasks as assigned by the CMS Policy Committee.	Regular	12/31/03
4174-99/00 *Withdrawn*	Tele-communication & Information Services	Increase Amount $147,820 New Amount $445,074	Will analyze, design, code, test, document, and implement database enhancements and program changes to Retirement's Member Accounting System.	Regular	06/30/02

December 3, 2001: PSC #4067-01/02 through PSC #4071-01/02 and PSC #4174-99/00 were granted qualified/conditional approval. The department was instructed to present additional information on the scope of services of the contracts to the Commissioners at its meeting of January 7, 2002.

Speakers: Rod Loucks, Department of Telecommunications & Information Services

Action:

(1) PSC #4174-99/00 withdrawn. Duration shortened to March 31, 2002 and funding significantly reduced to less than 50% ($30,000).

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0) Commissioner Pon missed vote.

0975-01-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-01/02 *Over to 2/4/02*	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/02
4075-01/02	Public Health	$300,000	Will demonstrate the feasibility of providing methadone treatment through physician offices, with substance abuse counseling, neighborhood pharmacies, and appropriate training, to expand options available to treat narcotic (opiate) addiction.	Regular	12/31/02
4076-01/02	Airport	$89,000	Will conduct Airport-user satisfaction surveys to evaluate level of services and identify problems at the Airport for annual Air Passengers, Food and Beverage Concessions, Retail Services, and other special surveys.	Regular	12/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-01/02	Children, Youth & Families	$100,000	Will provide evaluation services for a demonstration program that serves children ages 0-6 years old who are victims of violence.	Regular	12/31/02
4078-01/02	Municipal Transportation Agency	$3,000,000	Will implement an integrated client-server-based Scheduling System and Operator Dispatch and Timekeeping system (SSOD) with Data Collection/ Route Analysis. Will also provide training, data conversion and technical support.	Regular	12/31/04
4079-01/02	Public Utilities Commission (Water)	$800,000	Will assist the SF Public Utilities Commission (SFPUC) and its General Manager in attempting to generate increased lease or sale revenues in San Francisco, Alameda, San Mateo, and Santa Clara counties, and other areas where SFPUC owns surplus properties.	Regular	12/31/05
4080-01/02	Arts Commission	$115,000	Will design, fabricate, transport and install works of art in the interior of the new Ocean View Branch Library.	Regular	12/31/04
4082-01/02	Environment	$6,750,000	Will design and implement an energy efficiency lighting retrofit program for small businesses in San Francisco.	Regular	06/30/03
4033-95/96	Port	Increase Amount $80,000 New Amount $654,145	Will provide architectural and engineering services to add a boat wash facility and an infrared audible sign system, in addition to redesigning floating elements of the Mission Bay Master Plan project as a removable system.	Regular	12/31/02
4081-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $130,000	Will provide workshops to community agencies. Workshops will cover topics related to fiscal procedures; grant management and reporting; and cost allocation. Will also provide technical assistance in reviewing fiscal systems.	Regular	06/30/02

Speakers: Daley Dunham, District Attorney's Office spoke on PSC #4074-01/02.
Nancy Smetanka and Gabe Karol, Airport Commission spoke on PSC #4076-01/02.
Earle Kirkland, Municipal Transportation Agency spoke on PSC #4078-01/02.
Cal Broomhead, Department of the Environment spoke on PSC #4082-01/02.

Action:

(1) Postpone PSC #4074-01/02 to the meeting of February 4, 2002. (Vote of 5 to 0)

(2) PSC #4076-01/02 adopted. (Vote of 3 to 2) Commissioner Safont and Pon dissent.

(3) PSC #'s 4078-01/02 and 4082-01/02 adopted. (Vote of 5 to 0)

(4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0) Commissioner Pon missed vote.

0771-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-01/02 *Withdrawn*	Building Inspection	$108,500	Will provide shuttle service for employees at Department of Building Inspection and Planning Department.	Regular	06/30/02

October 15, 2001: Postpone to the meeting of November 5, 2001.

November 5, 2001: Postpone to the meeting of November 19, 2001. The Civil Service Commissioners requested a representative of the Planning Department to address the variance requirement for shuttle van service and the Planning Commission approval. The Civil Service Commission also requested a letter confirming that the Municipal Transportation Agency is not able to provide the service.

November 19, 2001: Postpone to the meeting of January 7, 2002.

Speakers: None.

Action: Withdrawn; Planning Commission has directed the Zoning Administrator to review the variance placed on 1660 Mission Street. (Vote of 5 to 0)

0976-01-5 **Proposed amendment to the Civil Service Commission Rule 012 Series - Eligible Lists, Holdover Lists and Return to Duty. (Item No. 8)**

Speakers: None.

Action: Post the proposed Rule 012 Series amendment for meet and confer. (Vote of 5 to 0)

0978-01-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 9)

December 3, 2001:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.
Speakers:	None.
Action:	Approve extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules until June 30, 2002. (Vote of 5 to 0)

0979-01-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 10)

December 3, 2001:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2002, upon agreement with the affected employee organizations.
Speakers:	None.
Action:	Approve extension of Rule 413, Article II, Section 413.2.2 - Expansion of Certification Rules until June 30, 2002. (Vote of 5 to 0)

0775-01-1 Report on provisional appointments. (Item No. 11)

October 15, 2001: Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.

November 5, 2001: Postpone to the meeting of December 3, 2001.

December 3, 2001: Postpone to the meeting of January 7, 2002.

Speakers: None.

Action: Postpone to the meeting of February 4, 2002. (Vote of 5 to 0)

0700-01-1 Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 12)

September 17, 2001: Postpone to the meeting of October 1, 2001.

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.

October 15, 2001: Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.

November 5, 2001: Postpone to the meeting of December 3, 2001.

December 3, 2001: Postpone to the meeting of January 7, 2002.

Speakers: None.

Action: Postpone to the meeting of February 4, 2002. (Vote of 5 to 0)

0684-01-4 Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 13)

November 19, 2001: Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.

Speakers: Mr. Peter Cohn, Attorney spoke during Public Comment at the start of the meeting.

0684-01-4 (continued)

Action: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Police Department. (Vote of 5 to 0)

0857-01-4 **Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of February 4, 2002 at the request of Leslie Abbott, IFPTE Local 21. (Vote of 5 to 0)

0659-01-6 **Appeal by Everett Brandon of the Human Resources Director's decision on complaint of unlawful endangerment. (Item No. 15)**

Speakers: None.

Action: Deny the appeal of Everett Brandon. Sustain the decision of the Human Resources Director. (Vote of 5 to 0) Mr. Brandon failed to appear.

0814-01-4 **Appeal by James McMaster of the background rejection for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 16)**

Speakers: None.

Action: The Commission approved Mr. McMaster's request to withdraw his appeal. (Vote of 5 to 0)

0858-01-6 **Appeal by Judith Argo on behalf of Edgar Green, Jr. of the Human Resources Director's decision to dismiss sexual harassment complaint. (Item No. 17)**

Speakers: Elizabeth Jacobi, Department of Human Resources
Judith Argo, SEIU Local 790

Action: Continue to the meeting of February 4, 2002. (Vote of 5 to 0)

0895-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Aaron Whitley, Inventory Clerk (Job Code 1920), Department of Public Health. (Item No. 18)**

Speakers: Robert Thomas, Department of Public Health
Aaron Whitley, Appellant

Action: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco. (Vote of 5 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 19)**

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

July 16, 2001: Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.

October 15, 2001: Off calendar.

Speakers: None.

Action: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department. (Vote of 5 to 0)

0359-01-7 **Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 20)**

Speakers: None.

Action: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department. (Vote of 5 to 0)

0268-01-7 **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 21)**

Speakers:	None.
Action:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department. (Vote of 5 to 0)

0005-01-7 **Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 22)**

Speakers:	None.
Action:	Postpone to the meeting of February 4, 2002 at the request of Brian Solvin and the San Francisco Fire Department. (Vote of 5 to 0)

0808-01-7 **Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 23)**

Speakers:	None.
Action:	Postpone to the meeting of February 4, 2002 at the request of John Hudnall and the San Francisco Fire Department. (Vote of 5 to 0)

0804-01-1 **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (Item No. 24)**

November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
Speakers:	None.
Action:	Postpone to the meeting of February 4, 2002.

0982-01-1 Preliminary Civil Service Commission Budget Request, Fiscal Year 2002-03. (Item No. 25)

Speakers:	Kate Favetti, Executive Officer
Action:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:53 p.m.

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cial - Closed 12:30pm
cial - closed 1:30pm
egular 2:00 p.m
2

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

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Monday, February 4, 2002

12:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

01-31-02A10:47 RCVD

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 01/30/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, February 4, 2002
12:30 p.m.

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. The Special Meeting convened at 12:50 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0).

Closed Session started at 12:51 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President
Donald A. Casper, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer
Jill Figg, City Attorney
Andrea Gourdine, Human Resources Director
Linda Ross, City Attorney
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer
Marsha Stroope, Department of Human Resources
Molly S. Stump, City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:25 p.m.

IV. Reconvened in open session at 2:28 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, February 4, 2002
1:30 p.m.

Room 416, City Hall
1 Dr. Carlton B. Goodlett Place
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(ACTION ITEM)
Andrea Gourdine, Human Resources Director
Linda Ross/designee, City Attorney's Office
Organization: Municipal Executives' Association (MEA)

Anticipated issue under negotiation:

- Management Classification and Compensation Plan (MCCP)

The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session

Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 01/30/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, February 4, 2002
1:30 p.m.

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. The Special Meeting convened at 4:48 p.m.

Present:	Commissioner Donald A. Casper Commissioner Adrienne Pon Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated Labor Negotiator (San Francisco Administrative Code Section 67.10 e) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 4:48 p.m. in City Hall, Room 416 and the following were present:

Rosabella Safont, President
Donald A. Casper, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer
Andrea Gourdine, Human Resources Director
Anita Sanchez, Assistant Executive Officer
Marsha Stroope, Department of Human Resources
Molly S. Stump, City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(ACTION ITEM)
Andrea Gourdine, Human Resources Director
Linda Ross/designee, City Attorney's Office
Organization: Municipal Executives' Association (MEA)

Anticipated issue under negotiation:

- Management Classification and Compensation Plan (MCCP)

Closed Session ended at 4:59 p.m.

IV. Reconvened in open session at 4:59 p.m.

Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

5:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
February 4, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SPECIAL PRESENTATION

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided.
Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

Agenda for Regular Meeting
February 4, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of January 7, 2002

Recommendation: Approve.

Regular Meeting of January 7, 2002

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0975-01-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-01/02 *Over to 2/4/02*	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/02

January 7, 2002: Postpone to the meeting of February 4, 2002.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0066-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-01/02	Arts Commission	$205,000	Will fabricate, deliver and install twenty custom-designed art glass panels for the renovation of the Fillmore Street Bridge, a component of the San Francisco Redevelopment Agency's Fillmore Historic Jazz District Streetscape Project.	Regular	08/31/02
4084-01/02	Emergency Communication	$247,000	Will provide training in a proprietary software system for approximately 135 dispatch staff.	Regular	09/30/03
4085-01/02	Public Works	$2,000,000	Will provide design services for a variety of Department of Recreation and Park projects, including the renovation of existing parks and playgrounds, irrigation design, and other related projects.	Regular	05/15/05
4086-01/02	Public Works	$3,000,000	Will provide architectural and engineering services on an as-needed basis to perform full project design services for Rec/Parks Neighborhood Parks Bond Program passed by San Francisco voters in 2000.	Regular	04/30/05

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4087-01/02	Public Works	Increase Amount $39,000 New Amount $79,000	Will implement a new system to store archive file documents on electronic media. Services will include a document management solution to handle the imaging and customized indexing of large volumes of documents into laser disks.	Regular	06/30/02
4318-00/01	Public Health	Increase Amount $800,000 New Amount $1,600,000	Will provide clinical, business, operational and managed care programmatic and information systems support, training and maintenance. In addition, will provide services related to Local and Wide Area Network, and Web based applications.	Regular	06/30/05
4335-00/01	Mayor's Office	Increase Amount $15,000 New Amount $312,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/02

Recommendation of the Human Resources Director: Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0612-01-4) - Action Item

November 19, 2001: Postpone to the meeting of January 7, 2002 at the request of Sanford Taylor.

January 7, 2002: Postpone to the meeting of February 4, 2002.

Recommendation: Postpone to the meeting of March 4, 2002 at the request of Sanford Taylor.

(8) **Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0684-01-4) - Action Item**

November 19, 2001:	Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Police Department.
Recommendation of the San Francisco Police Department:	Postpone to the meeting of March 4, 2002 at the request of the San Francisco Police Department.

(9) **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
June 18, 2001:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.
July 16, 2001:	Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
Recommendation of Staff:	Postpone to the Special Meeting of February 11, 2002.

(10) **Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0005-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of Brian Solvin and the San Francisco Fire Department.
Recommendation of Staff:	Postpone to the Special Meeting of February 11, 2002.

(11) **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0268-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
Recommendation of Staff:	Postpone to the Special Meeting of February 11, 2002.

(12) **Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0359-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
Recommendation of Staff:	Postpone to the Special Meeting of February 11, 2002.

(13) **Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0808-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of John Hudnall and the San Francisco Fire Department.
Recommendation of Staff:	Postpone to the Special Meeting of February 11, 2002.

(14) Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (File No. 0353-01-7) - Action Item

December 3, 2001:	Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.
Recommendation of Staff:	Postpone to the meeting of March 4, 2002.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(15) Report on provisional appointments. (File No. 0775-01-1) - Action Item

October 15, 2001:	Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Postpone to the meeting of February 4, 2002.
Recommendation of the Human Resources Director:	Approve.

(16) **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (File No. 0700-01-1) - Action Item**

September 17, 2001:	Postpone to the meeting of October 1, 2001.
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.
October 15, 2001:	Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.
November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Postpone to the meeting of February 4, 2002.
Recommendation:	Open for discussion.

(17) **Appeal by Christopher Katzenbach on behalf of Anthony Baeza of the Human Resources Director's decision to dismiss the sexual harassment/discrimination complaint. (Item No. 0955-01-6) - Action Item**

Recommendation of the Human Resources Director:	Adopt the report. Sustain the decision of the Human Resources Director; deny appeal by Anthony Baeza.

(18) **Appeal by Judith Argo on behalf of Edgar Green, Jr. of the Human Resources Director's decision to dismiss the sexual harassment complaint. (Item No. 0858-01-6) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002.
Recommendation of the Human Resources Director:	Adopt report. Sustain the decision of the Human Resources Director; Deny the appeal by Edgar Green.

(19) **Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (File No. 0857-01-4) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002.
Recommendation of the Executive Officer:	Deny the appeal of Neville Langit. Sustain the decision of the Executive Officer.

SPECIAL PRESENTATION

(20) **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (File No. 0804-01-1)**

November 5, 2001:	Postpone to the meeting of December 3, 2001.
December 3, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Postpone to the meeting of February 4, 2002.
Recommendation:	Open for discussion.

HUMAN RESOURCES DIRECTOR'S REPORT

(21) **Report of Class Consolidation. (File No. 0067-02-1)**

Recommendation:	Approve.

EXECUTIVE OFFICER'S REPORT

(22) **Preliminary Civil Service Commission Budget Request, Fiscal Year 2002-03. (File No. 0982-01-1)**

January 7, 2002:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002.
Recommendation:	Approve the Fiscal Year 2002-2003 Budget Request, incorporating changes made by the Commission up to February 18, 2002 and finalize Budget Request; Forward to the Mayor and the Controller by February 20, 2002.

(23) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(24) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
February 4, 2002

2:00 p.m.
ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:33 p.m.

DOCUMENTS DEPT.

FEB - 7 2002

SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of January 7, 2002

Action: Approve. (Vote of 4 to 0)

Regular Meeting of January 7, 2002

Action: Approve. (Vote of 4 to 0)

0975-01-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-01/02 *Over to 2/4/02*	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/02

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: Daley Dunham, District Attorney's Office
Norma Hoteling, Standing Against Global Exploitation (S.A.G.E.) Project

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0066-02-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4083-01/02	Arts Commission	$205,000	Will fabricate, deliver and install twenty custom-designed art glass panels for the renovation of the Fillmore Street Bridge, a component of the San Francisco Redevelopment Agency's Fillmore Historic Jazz District Streetscape Project.	Regular	08/31/02
4084-01/02	Emergency Communication	$247,000	Will provide training in a proprietary software system for approximately 135 dispatch staff.	Regular	09/30/03
4085-01/02	Public Works	$2,000,000	Will provide design services for a variety of Department of Recreation and Park projects, including the renovation of existing parks and playgrounds, irrigation design, and other related projects.	Regular	05/15/05
4086-01/02	Public Works	$3,000,000	Will provide architectural and engineering services on an as-needed basis to perform full project design services for Rec/Parks Neighborhood Parks Bond Program passed by San Francisco voters in 2000.	Regular	04/30/05
4087-01/02	Public Works	Increase Amount $39,000 New Amount $79,000	Will implement a new system to store archive file documents on electronic media. Services will include a document management solution to handle the imaging and customized indexing of large volumes of documents into laser disks.	Regular	06/30/02
4318-00/01	Public Health	Increase Amount $800,000 New Amount $1,600,000	Will provide clinical, business, operational and managed care programmatic and information systems support, training and maintenance. In addition, will provide services related to Local and Wide Area Network, and Web based applications.	Regular	06/30/05
4335-00/01	Mayor's Office	Increase Amount $15,000 New Amount $312,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/02

0066-02-8 (continued)

Speakers:	Shannon Maloney, Department of Public Works spoke on PSC #'s 4085-01/02; 4086-01/02 and Nini Leigh, Department of Public Works spoke on PSC #4087-01/02. Galen Leung, Department of Public Health spoke on PSC #4318-01/02.
Action:	PSC #4335-00/01 postponed to the meeting of March 4, 2002; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0612-01-4 **Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 7)**

November 19, 2001:	Postpone to the meeting of January 7, 2002 at the request of Sanford Taylor.
January 7, 2002:	Postpone to the meeting of February 4, 2002.
Speakers:	None.
Action:	Postpone to the meeting of March 4, 2002 at the request of Sanford Taylor. (Vote of 4 to 0)

0684-01-4 **Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 8)**

November 19, 2001:	Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Police Department.
Speakers:	None.
Action:	Postpone to the meeting of March 4, 2002 at the request of the San Francisco Police Department. (Vote of 4 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 9)**

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

July 16, 2001: Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.

October 15, 2001: Off calendar.

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0005-01-7 **Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 10)**

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of Brian Solvin and the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0268-01-7 **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 11)**

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0359-01-7 **Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 12)**

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0808-01-7 **Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 13)**

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of John Hudnall and the San Francisco Fire Department.

Speakers: None.

Action: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0353-01-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (Item No. 14)**

December 3, 2001: Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.

Speakers: None.

Action: Postpone to the meeting of March 4, 2002 at the request of Civil Service Commission staff. (Vote of 4 to 0)

0775-01-1 **Report on provisional appointments. (Item No. 15)**

October 15, 2001: Rod Auyang, Department of Public Health addressed the provisional employee count at Department of Public Health. The Commission directed the Department of Public Health and the Human Resources Director to meet in drafting a detailed Examination Plan for meeting current objectives as well as hiring priorities in the future.

November 5, 2001: Postpone to the meeting of December 3, 2001.

December 3, 2001: Postpone to the meeting of January 7, 2002.

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: Rod Auyang, Department of Public Health

Action: Approve. (Vote of 4 to 0)

0700-01-1 **Report by the Department of Public Health on the Decentralized Unit's Proposed Examination Plan for Fiscal Year 2001-2002. (Item No. 16)**

September 17, 2001: Postpone to the meeting of October 1, 2001.

October 1, 2001: Postpone to the meeting of October 15, 2001 at the request of the Department of Public Health.

October 15, 2001: Postpone to the meeting of November 5, 2001. Defer approval pending joint meeting of the Department of Public Health and the Department of Human Resources.

November 5, 2001: Postpone to the meeting of December 3, 2001.

December 3, 2001: Postpone to the meeting of January 7, 2002.

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: Rod Auyang, Department of Public Health

Action: Approve. The Commission directed the Department of Public Health to submit a progress report detailing the status of provisional appointments in one month. The department was further directed to submit a progress report on a quarterly basis for the next twelve months, on provisional appointments and the status of the examination plan as it relates to the Department of Public Health's strategic plan. The Commission instructed the department to continue meeting with the Department of Human Resources. (Vote of 4 to 0)

0955-01-6 **Appeal by Christopher Katzenbach on behalf of Anthony Baeza of the Human Resources Director's decision to dismiss the sexual harassment/discrimination complaint. (Item No. 17)**

Speakers: None.

Action: Postpone to the meeting of March 4, 2002 at the request of Christopher Katzenbach, Attorney. (Vote of 4 to 0)

0858-01-6 **Appeal by Judith Argo on behalf of Edgar Green, Jr. of the Human Resources Director's decision to dismiss the sexual harassment complaint. (Item No. 18)**

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: Elizabeth Jacobi, Department of Human Resources
Judith Argo, SEIU Local 790
Roger Bedford, Department of Human Resources
Ed Lee, Department of Public Works

Action: Adopt report. Sustain the decision of the Human Resources Director; Deny the appeal by Edgar Green. (Vote of 4 to 0)

0857-01-4 **Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (Item No. 19)**

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: None.

Action: Postpone to the meeting of March 4, 2002 at the request of Leslie Abbott, IFPTE Local 21. (Vote of 4 to 0)

0804-01-1 **Presentation by Molly Stump, Deputy City Attorney on the Sunshine Ordinance. (Item No. 20)**

November 5, 2001: Postpone to the meeting of December 3, 2001.

December 3, 2001: Postpone to the meeting of January 7, 2002.

January 7, 2002: Postpone to the meeting of February 4, 2002.

Speakers: None.

Action: Off calendar.

0067-02-1 **Report of Class Consolidation. (Item No. 21)**

Speakers: Andrea Gourdine, Human Resources Director

Action: Approve. (Vote of 4 to 0)

0982-01-1 Preliminary Civil Service Commission Budget Request, Fiscal Year 2002-03. (Item No. 22)

January 7, 2002:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002.
Speakers:	Kate Favetti, Executive Officer
Action:	Postpone action on the Fiscal Year 2002-03 Budget Request to the meeting of February 11, 2002. The Civil Service Commission directed the Executive Officer to continue working with the Mayor's Office as the projected budget is inadequate to carry out the mission and the Charter mandates of the department. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:43 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

IORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

AGENDA

Special Meeting
of
February 11, 2002

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02-08-02A09:39 RCVD

ROOM 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

1:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

ANNOUNCEMENTS

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided.
Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curb-side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

05)

City and County of San Francisco
Civil Service Commission

Agenda for Special Meeting
February 11, 2002
1:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(4) Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0268-01-7) - Action Item

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002, at the request of staff.
Recommendation:	Postpone to the meeting of March 4, 2002 at the request of David Lester.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Appeal by Sergey Trofimenko of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (File No. 0607-01-4) - Action Item

Recommendation of the Department of Human Services & the Human Resources Director:	Deny the appeal of Sergey Trofimenko regarding the written examination for Social Worker Supervisor (Job Code 2914).

(6) Appeal by Gwendolyn Edgar-Miles of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (File No. 0600-01-4) - Action Item

Recommendation of the Department of Human Services & the Human Resources Director:	Deny the appeal of Gwendolyn Edgar-Miles regarding the written examination for Social Worker Supervisor (Job Code 2914).

EMPLOYEE SEPARATIONS AGENDA

As soon after *1:00 p.m.* as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(7) Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0359-01-7) - Action Item

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(8) **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
June 18, 2001:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.
July 16, 2001:	Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
Recommendation of the Fire Department & the Human Resources Director:	Dismiss from City and County service; No future employment with the San Francisco Fire Department.

(9) **Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0005-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of Brian Solvin and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(10) **Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0808-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of John Hudnall and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) **Report on Merit System Services Division: Budget and Service Level Impacts. (File No. 0096-02-1)**

Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(12) **Civil Service Commission Budget Request, Fiscal Year 2002-03. (File No. 0982-01-1)**

January 7, 2002:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002.
February 4, 2002:	Postpone action on the Fiscal Year 2002-03 Budget Request to the meeting of February 11, 2002. The Civil Service Commission directed the Executive Officer to continue working with the Mayor's' Office as the projected budget is inadequate to carry out the mission and the Charter mandates of the department.
Recommendation of the Executive Officer:	Approve the Fiscal Year 2002-2003 Budget Request, incorporating changes made by the Commission up to February 18, 2002 and finalize Budget Request; Forward to the Mayor and the Controller by February 20, 2002.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) ADJOURNMENT

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Special Meeting
February 11, 2002

1:00 p.m.
Room 416, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

1:13 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

0268-01-7 **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 4)**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002, at the request of staff.
Speakers:	None.
Action:	Postpone to the meeting of March 4, 2002 at the request of David Lester. The Commission stipulated that this will be the last continuance granted. (Vote of 4 to 0)

0607-01-4	**Appeal by Sergey Trofimenko of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (Item No. 5)**	
	Speakers:	None.
	Action:	Deny the appeal of Sergey Trofimenko regarding the written examination for Social Worker Supervisor (Job Code 2914). Mr. Trofimenko failed to appear. (Vote of 4 to 0)
0600-01-4	**Appeal by Gwendolyn Edgar-Miles of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (Item No. 6)**	
	Speakers:	Bruce Topp, Department of Human Services Gwendolyn Edgar-Miles, Appellant
	Action:	Continued to meeting of March 4, 2002 pending discussion with Human Resources Director, Executive Officer and City Attorney concerning confidentiality and privacy issues raised. The Human Resources Director to submit additional information to Civil Service Commissioners to determine adequacy of the exam. (Vote of 3 to 1; Commissioner Safont dissents on continuing the item.)
0359-01-7	**Appeal of automatic resignation of permanent civil service appointment of Jeffrey Deem, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 7)**	
	January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
	February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
	Speakers:	None.
	Action:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department. Mr. Deem failed to appear. (Vote of 4 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 8)**

May 7, 2001: Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.

June 18, 2001: Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.

July 16, 2001: Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.

October 15, 2001: Off calendar.

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.

February 4, 2002: Postpone to the Special Meeting of February 11, 2002.

Speakers: None.

Action: Postpone to the meeting of April 15, 2001 at the request of Horacio Candia. The Commission stipulated this will be the last continuance granted. (Vote of 4 to 0)

0005-01-7 **Appeal of automatic resignation of permanent civil service appointment of Brian Solvin, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 9)**

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of Brian Solvin and the San Francisco Fire Department.

February 4, 2002: Postpone to the Special Meeting of February 11, 2002.

Speakers:
Con: ADC Lorrie Kalos, Fire Department
Pro: Brian Solvin, Appellant
Pro: Lt. Rich James, Spoke on behalf of Mr. Solvin
Pro: Capt. Armando Mayorga, Spoke on behalf of Mr. Solvin
Con: Binnie Singh, Human Resources Director, Fire Dept.

Action: Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status. (Vote of 3 to 1; Commissioner Safont dissents on removing future employment restrictions.)

0808-01-7	**Appeal of automatic resignation of permanent civil service appointment of John Hudnall, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 10)**	
	January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of John Hudnall and the San Francisco Fire Department.
	February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
	Speakers:	Con: ADC Lorrie Kalos, Fire Department Pro: John Hudnall, Appellant Pro: Capt. Armando Mayorga, Spoke on behalf of Mr. Hudnall
	Action:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. (Vote of 4 to 0)
0096-02-1	**Report on Merit System Services Division: Budget and Service Level Impacts. (File No. 11)**	
	Speakers:	Marsha Stroope, Merit System Services, DHR
	Action:	Report received; file.
0982-01-1	**Civil Service Commission Budget Request, Fiscal Year 2002-03. (Item No. 12)**	
	January 7, 2002:	Review Preliminary Fiscal Year 2002-03 Budget Request; Postpone action on Fiscal Year 2002-03 Budget Request to the meeting of February 4, 2002.
	February 4, 2002:	Postpone action on the Fiscal Year 2002-03 Budget Request to the meeting of February 11, 2002. The Civil Service Commission directed the Executive Officer to continue working with the Mayor's' Office as the projected budget is inadequate to carry out the mission and the Charter mandates of the department.
	Speakers:	Kate Favetti, Executive Officer
	Action:	Approve the Fiscal Year 2002-2003 Budget Request, incorporating changes made by the Commission up to February 18, 2002 and finalize Budget Request; Forward to the Mayor and the Controller by February 20, 2002. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:57 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

02-28-02A11:32 RCVD

Monday, March 4, 2002

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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DONALD A. CASPER
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COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 02/27/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, March 4, 2002
1:00 p.m.

I. The Special Meeting convened at 1:20 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Adrienne Pon Commissioner Linda Richardson (Missed Items I, II & part of III) Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0).

Closed Session started at 1:20 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President
Donald A. Casper, Vice President
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly S. Stump, City Attorney's Office

03-08-02A10:34 RCVD

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A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

Closed Session ended at 2:11 p.m.

IV. Reconvened in open session at 2:11 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:11 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
CUTIVE OFFICER

AGENDA

02-28-02A11:32 RCVD

**Regular Meeting
of
March 4, 2002**

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**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided.
Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 4, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of February 4, 2002 - 12:30 p.m.

Recommendation: Approve.

Special Meeting of February 4, 2002 - 1:30 p.m.

Recommendation: Approve.

Regular Meeting of February 4, 2002

Recommendation: Approve.

Special Meeting of February 11, 2002

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0066-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4335-00/01	Mayor's Office	Increase Amount $15,000 New Amount $312,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/02

February 4, 2002: Postpone to the meeting of March 4, 2002.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0144-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-01/02	Mayor's Office on Disability	$700,000	Will provide as-needed consultant services to develop physical, programmatic and communications access for persons with disabilities to include: access studies, assessments or surveys; transition planning, and compliance plan and site reviews.	Regular	06/30/03
4089-01/02	Parking & Traffic Commission	$16,058,038	Will install single and multi-space meters, replace damaged poles, and sleeve poles, collect coins and card data from meters, count and deposit coins collected, design, program and maintain an Oracle database connecting the various stand-alone modules.	Regular	04/04/07
4090-01/02	Mayor's Office	$170,000	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4091-01/02	Municipal Transportation Agency	$100,000	Will provide a broad range of professional services required for MUNI management and the labor organization (union).	Regular	02/28/04
4092-01/02	Children, Youth & Families	$575,000	Will produce and distribute unitized meals to children and youth enrolled in the 2002 Summer Food Service Program as funded through the United States Department of Agriculture.	Regular	08/17/02
4093-01/02	Public Works	$300,000	Will provide professional civil and coastal engineering services to evaluate coastal processes, including analysis of erosion rate, geotechnical and environmental studies; and develop design alternatives to protect public infrastructure.	Regular	04/01/06
4094-01/02	Parking & Traffic Commission	$200,000	Will evaluate, modify and expand upon the Bicycle Network from the 1997 Bicycle Plan. Will develop an updated Bicycle Plan that will include but not be limited to: the implementation of bike lanes, bicycle pavement arrows, and new bicycle paths.	Regular	01/06/04
4095-01/02	Recreation & Parks	$400,000	Will provide architectural services as the Architect of Record for the North Beach Pool and Clubhouse Project.	Regular	02/28/04
4096-01/02	Public Health	$185,000	Will provide intermittent and on-call American Sign Language (ASL) interpretation services to support City personnel in providing services to deaf and/or hearing-impaired persons in San Francisco.	Regular	06/30/04
4097-01/02	Public Health	$850,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/03
4098-01/02	Municipal Transportation Agency	$233,600	Will collect exhaust emission data, on a rolling chassis dynamometer, for eight Muni motor coaches, three separate times each, for a total of twenty-four test sequences during the term of the contract.	Regular	12/31/03
4099-01/02	Arts Commission	$131,000	Will oversee concrete and masonry stabilization/cleaning/restoration, bronze restoration, landscaping, fencing, testing, and inspection of Garfield Monument.	Regular	12/31/02
339-90/01	Municipal Transportation Agency	Increase Amount $957,809 New Amount $5,565,983	Will provide architectural, engineering and environmental services to complete required site preparation design requirements and incorporate modifications to accommodate alternative fuels.	Regular	10/28/04
4041-01/02	Telecommunications & Information Services	Increase Amount $400,000 New Amount $550,000	Will provide expertise in COBOL programming on the WANG system to manage and administer health and dental coverage changes for the Health Service System during open enrollment.	Regular	06/30/03
4100-01/02	Elections	Increase Amount $50,000 New Amount $100,000	Will continue to advise the Department on communications and media strategy. Will provide general media support and train staff.	Regular	11/30/02
4101-01/02	Public Works	Increase Amount $375,000 New Amount $400,000	Will pool up to fifteen Library Planners to consult on applications for Library improvement projects and form the basis for architectural schematic design.	Regular	03/15/05
4106-95/96	Municipal Transportation Agency	Increase Amount $318,000 New Amount $4,289,359	Will continue to provide review of signal system contractor's moving block sign system design, system safety program, for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	02/28/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4114-98/99	Arts Commission	Increase Amount $90,000 New Amount $1,026,890	Will fabricate and install artwork by artist Vito Acconci in the transfer corridor of the international terminal of San Francisco International Airport.	Regular	12/31/02
4199-96/97	Municipal Transportation Agency	Increase Amount $1,000,000 New Amount $3,203,970	Will provide professional consulting services to assist MUNI Fleet Procurement in procuring additional Neoplan Option buses that consist of seventy-one articulated clean diesel buses and twenty-four standard clean diesel buses.	Regular	09/01/03
4278-00/01	Elections	Increase Amount $145,000 New Amount $200,000	Will translate, edit, and typeset Election materials under strict deadlines.	Regular	09/01/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (File No. 0353-01-7) - Action Item**

December 3, 2001: Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of Civil Service Commission staff.

Recommendation: Off calendar.

(8) **Appeal by Juan Garcia of the minimum qualifications on the Transit Supervisor (Job Code 9139) examination announcement and the rejection of application for Transit Supervisor (Job Code 9139) examination. (File No. 0824-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency: Off calendar.

(9) **Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (File No. 0684-01-4) - Action Item**

November 19, 2001: Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Police Department.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of the San Francisco Police Department.

Recommendation: Off calendar.

(10) **Appeal by Luke Turner of the background rejection for Medical Examiner's Investigator (Job Code 2580), Medical Examiner's Office. (File No. 0837-01-4) - Action Item**

Recommendation: Postpone to the meeting of April 1, 2002 at the request of Luke Turner.

(11) **Appeal by Jesse Furrow of the background rejection for Medical Examiner's Investigator (Job Code 2580), Medical Examiner's Office. (File No. 0837-01-4) - Action Item**

Recommendation: Postpone to the meeting of April 1, 2002 at the request of Jesse Furrow.

(12) **Determination of future employability: automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (File No. 0145-02-7) - Action Item**

Recommendation of the Department of Human Services: Off calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) Review of request for approval of proposed personal services contract. (File No. 0147-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4223-00/01	Municipal Transportation Agency	Increase Amount $460,863 New Amount $1,160,863	Will provided specialized project management, oversight, inspection, testing and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	10/26/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(14) Appeal by Gwendolyn Edgar-Miles of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (File No. 0600-01-4) - Action Item

February 11, 2002: Continued to meeting of March 4, 2002 pending discussion with Human Resources Director, Executive Officer and City Attorney concerning confidentiality and privacy issues raised. The Human Resources Director to submit additional information to Civil Service Commissioners to determine adequacy of the exam.

Recommendation of the Department of Human Services & the Human Resources Director: Deny the appeal of Gwendolyn Edgar-Miles regarding the written examination for Social Worker Supervisor (Job Code 2914).

(15) **Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0612-01-4) - Action Item**

November 19, 2001: Postpone to the meeting of January 7, 2002 at the request of Sanford Taylor.

January 7, 2002: Postpone to the meeting of February 4, 2002.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of Sanford Taylor.

Recommendation of the Office of the Sheriff & the Human Resources Director: Deny the appeal of Sanford Taylor. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

(16) **Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (File No. 0857-01-4) - Action Item**

January 7, 2002: Postpone to the meeting of February 4, 2002.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of Leslie Abbott, IFPTE Local 21.

Recommendation of the Executive Officer: Deny the appeal of Neville Langit. Sustain the decision of the Executive Officer.

(17) **Appeal by Christopher Katzenbach on behalf of Anthony Baeza of the Human Resources Director's decision on his sexual harassment/discrimination complaint. (Item No. 0955-01-6) - Action Item**

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of Christopher Katzenbach, Attorney.

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny appeal of Anthony Baeza.

(18) **Appeal by Tom Tirtadinata of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0893-01-4) - Action Item**

Recommendation of the Office of the Sheriff & the Human Resources Director:	Deny the appeal of Tom Tirtadinata. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

(19) **Appeal by John Saba of the background rejection for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (File No. 0621-01-4) - Action Item**

Recommendation of the Office of the Sheriff & the Human Resources Director:	Deny the appeal of John Saba. Sustain the decision of the Office of the Sheriff and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(20) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Wallace Brown, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0664-00-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License.

(21) **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0268-01-7) - Action Item**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff.
February 11, 2002:	Postpone to the meeting of March 4, 2002 at the request of David Lester. The Commission stipulated that this will be the last continuance granted.

0268-01-7 (continued)

Recommendation of the Fire Department & the Human Resources Director:	Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(22) **Determination of future employability: release from entrance probationary appointment of Arnold Paragas, Electronic Maintenance Technician (Job Code 7318), Municipal Transportation Agency. (File No. 0912-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(23) **Determination of future employability: dismissal of permanent civil service appointment of Yolanda Andrews, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0577-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(24) **Determination of future employability: dismissal of permanent civil service appointment of Donnie Chilton, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0839-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency or any other City and County department in any position that requires a Class B or Class BP Drivers License.

(25) **Determination of future employability: release from permanent entrance probationary appointment of Gesheng Liang, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0834-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status in Job Code 9163; No future employment within the City and County of San Francisco that requires a Class B or Class BP Drivers License.

(26) **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0716-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(27) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7) - Action Item**

Recommendation of the Department of Public Health & the Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

EXECUTIVE OFFICER'S REPORT

(28) **Activities of the Civil Service Commission from November 1, 2001 through February 28, 2002. (File No. 0160-02-1)**

Recommendation: Approve.

(29) **Preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0162-02-1) - Action Item**

Recommendation: Open for discussion.

(30) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(31) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES
Regular Meeting
March 4, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present	
Commissioner Morgan Gorrono	Present	
Commissioner Adrienne Pon	Present	(Missed item numbers 20-24, 26, 28-31)
Commissioner Linda Richardson	Present	
Commissioner Rosabella Safont	Present	

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 4, 2002 - 12:30 p.m.

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 4, 2002 - 1:30 p.m.

Action: Approve. (Vote of 5 to 0)

Regular Meeting of February 4, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of February 11, 2002

Action: Approve. (Vote of 5 to 0)

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0066-02-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4335-00/01	Mayor's Office	Increase Amount $15,000 New Amount $312,000	Will continue to serve as Federal Legislative representative, and oversee all Federal approval processes needed for the airport runway project.	Regular	12/31/02

February 4, 2002: Postpone to the meeting of March 4, 2002.

Speakers: Steve Kawa, Mayor's Office

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0144-02-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4088-01/02	Mayor's Office on Disability	$700,000	Will provide as-needed consultant services to develop physical, programmatic and communications access for persons with disabilities to include: access studies, assessments or surveys; transition planning, and compliance plan and site reviews.	Regular	06/30/03
4089-01/02 ***Continued to the meeting of 3/18/02***	Parking & Traffic Commission	$16,058,038	Will install single and multi-space meters, replace damaged poles, and sleeve poles, collect coins and card data from meters, count and deposit coins collected, design, program and maintain an Oracle database connecting the various stand-alone modules.	Regular	04/04/07
4090-01/02	Mayor's Office	$170,000	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/02
4091-01/02	Municipal Transportation Agency	$100,000	Will provide a broad range of professional services required for MUNI management and the labor organization (union).	Regular	02/28/04
4092-01/02	Children, Youth & Families	$575,000	Will produce and distribute unitized meals to children and youth enrolled in the 2002 Summer Food Service Program as funded through the United States Department of Agriculture.	Regular	08/17/02
4093-01/02	Public Works	$300,000	Will provide professional civil and coastal engineering services to evaluate coastal processes, including analysis of erosion rate, geotechnical and environmental studies; and develop design alternatives to protect public infrastructure.	Regular	04/01/06
4094-01/02	Parking & Traffic Commission	$200,000	Will evaluate, modify and expand upon the Bicycle Network from the 1997 Bicycle Plan. Will develop an updated Bicycle Plan that will include but not be limited to: the implementation of bike lanes, bicycle pavement arrows, and new bicycle paths.	Regular	01/06/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4095-01/02	Recreation & Parks	$400,000	Will provide architectural services as the Architect of Record for the North Beach Pool and Clubhouse Project.	Regular	02/28/04
4096-01/02	Public Health	$185,000	Will provide intermittent and on-call American Sign Language (ASL) interpretation services to support City personnel in providing services to deaf and/or hearing-impaired persons in San Francisco.	Regular	06/30/04
4097-01/02	Public Health	$850,000	Will provide fiscal and programmatic services for a variety of as-needed community planning, support and service projects.	Regular	06/30/03
4098-01/02	Municipal Transportation Agency	$233,600	Will collect exhaust emission data, on a rolling chassis dynamometer, for eight Muni motor coaches, three separate times each, for a total of twenty-four test sequences during the term of the contract.	Regular	12/31/03
4099-01/02	Arts Commission	$131,000	Will oversee concrete and masonry stabilization/cleaning/restoration, bronze restoration, landscaping, fencing, testing, and inspection of Garfield Monument.	Regular	12/31/02
339-90/01	Municipal Transportation Agency	Increase Amount $957,809 New Amount $5,565,983	Will provide architectural, engineering and environmental services to complete required site preparation design requirements and incorporate modifications to accommodate alternative fuels.	Regular	10/28/04
4041-01/02	Telecommunications & Information Services	Increase Amount $400,000 New Amount $550,000	Will provide expertise in COBOL programming on the WANG system to manage and administer health and dental coverage changes for the Health Service System during open enrollment.	Regular	06/30/03
4100-01/02	Elections	Increase Amount $50,000 New Amount $100,000	Will continue to advise the Department on communications and media strategy. Will provide general media support and train staff.	Regular	11/30/02
4101-01/02	Public Works	Increase Amount $375,000 New Amount $400,000	Will pool up to fifteen Library Planners to consult on applications for Library improvement projects and form the basis for architectural schematic design.	Regular	03/15/05
4106-95/96	Municipal Transportation Agency	Increase Amount $318,000 New Amount $4,289,359	Will continue to provide review of signal system contractor's moving block sign system design, system safety program, for the Advanced Train Control System Project for the MUNI Metro Subway System.	Regular	02/28/02
4114-98/99	Arts Commission	Increase Amount $90,000 New Amount $1,026,890	Will fabricate and install artwork by artist Vito Acconci in the transfer corridor of the international terminal of San Francisco International Airport.	Regular	12/31/02
4199-96/97	Municipal Transportation Agency	Increase Amount $1,000,000 New Amount $3,203,970	Will provide professional consulting services to assist MUNI Fleet Procurement in procuring additional Neoplan Option buses that consist of seventy-one articulated clean diesel buses and twenty-four standard clean diesel buses.	Regular	09/01/03
4278-00/01	Elections	Increase Amount $145,000 New Amount $200,000	Will translate, edit, and typeset Election materials under strict deadlines.	Regular	09/01/03

0144-02-8 (continued)

Speakers:

Walter Park, Mayor's Office on Disability spoke on PSC #4088-01/02.
Camille Wise, Mayor's Office of Children, Youth & Families spoke on PSC #4092-01/02.
Oliver Gajda and Peter Tannen, Department of Parking and Traffic spoke on PSC #4094-01/02.
Galen Leung, Department of Public Health spoke on PSC #4097-01/02.
Charles Thompson, Department of Telecommunications and Information Services spoke on PSC #4041-01/02.
Tammy Haygood, Department of Elections spoke on PSC #4100-01/02 and PSC #4278-00/01.

Action:

(1) Postpone PSC #4089-01/02 to the meeting of March 18, 2002. Commissioner Casper had questions related to the contracting out of the coin collecting and counting portion of the contract.
(2) PSC # 4094-01/02 adopted. (Vote of 4 to 1) Commissioner Gorrono dissents.
(3) PSC # 4041-01/02 adopted. (Vote of 4 to 1) Commissioner Richardson dissents.
(4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0353-01-7 Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Neena Murgai, Epidemiologist (Job Code 2803), Department of Public Health. (Item No. 7)

December 3, 2001: Postpone to the meeting of February 4, 2002 at the request of Criss Romero, IFPTE Local 21.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of Civil Service Commission staff.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0824-01-4 Appeal by Juan Garcia of the minimum qualifications on the Transit Supervisor (Job Code 9139) examination announcement and the rejection of application for Transit Supervisor (Job Code 9139) examination. (Item No. 8)

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0684-01-4 Appeal by Micah Norris of background rejection for Police Officer (Job Code Q - 2) San Francisco Police Department. (Item No. 9)

November 19, 2001: Deny the appeal of Micah Norris. Sustain the decision of the San Francisco Police Department and the Human Resources Director. Mr. Norris failed to appear.

January 7, 2002: Postpone to the meeting of February 4, 2002 at the request of the San Francisco Police Department.

February 4, 2002: Postpone to the meeting of March 4, 2002 at the request of the San Francisco Police Department.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0837-01-4 Appeal by Luke Turner of the background rejection for Medical Examiner's Investigator (Job Code 2580), Medical Examiner's Office. (Item No. 10)

Speakers: None.

Action: Postpone to the meeting of April 1, 2002 at the request of Luke Turner. (Vote of 5 to 0)

0837-01-4 Appeal by Jesse Furrow of the background rejection for Medical Examiner's Investigator (Job Code 2580), Medical Examiner's Office. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of April 1, 2002 at the request of Jesse Furrow. (Vote of 5 to 0)

0145-02-7 **Determination of future employability: automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (Item No. 12)**

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0147-02-8 **Review of request for approval of proposed personal services contract. (Item No. 13)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4223-00/01	Municipal Transportation Agency	Increase Amount $460,863 New Amount $1,160,863	Will provided specialized project management, oversight, inspection, testing and administrative support for the Muni System Safety Improvement program. Will also provide a broad range of professional services to address the Triennial On-Site Safety Audit.	Regular	10/26/03

Speakers: Paul Lovette, Municipal Transportation Agency

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0600-01-4 **Appeal by Gwendolyn Edgar-Miles of the written examination for Social Worker Supervisor (Job Code 2914) Department of Human Services. (Item No. 14)**

February 11, 2002: Continued to meeting of March 4, 2002 pending discussion with Human Resources Director, Executive Officer and City Attorney concerning confidentiality and privacy issues raised. The Human Resources Director to submit additional information to Civil Service Commissioners to determine adequacy of the exam.

Speakers: Bruce Topp, Department of Human Services

Action: Vote to allow discussion on three anonymous and randomly selected test papers. (Vote of 4 to 1) Commissioner Pon dissents.

Deny the appeal of Gwendolyn Edgar-Miles regarding the written examination for Social Worker Supervisor (Job Code 2914). (Vote of 4 to 1) Commissioner Richardson dissents.

0612-01-4 Appeal by Sanford Taylor of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 15)

November 19, 2001:	Postpone to the meeting of January 7, 2002 at the request of Sanford Taylor.
January 7, 2002:	Postpone to the meeting of February 4, 2002.
February 4, 2002:	Postpone to the meeting of March 4, 2002 at the request of Sanford Taylor.
Speakers:	Sgt. Kenneth Ferrigno, Office of the Sheriff Sanford Taylor, Appellant
Action:	Deny the appeal of Sanford Taylor. Sustain the decision of the Office of the Sheriff and the Human Resources Director. (Vote of 4 to 1) Commissioner Gorrono dissents.

0857-01-4 Appeal by Leslie Abbott on behalf of Neville Langit of the decision of the Executive Officer to close case. (Item No. 16)

January 7, 2002:	Postpone to the meeting of February 4, 2002.
February 4, 2002:	Postpone to the meeting of March 4, 2002 at the request of Leslie Abbott, IFPTE Local 21.
Speakers:	None.
Action:	Mr. Neville Langit's appeal is withdrawn by Leslie Abbott, IFPTE Local 21. (Vote of 5 to 0)

0955-01-6 Appeal by Christopher Katzenbach on behalf of Anthony Baeza of the Human Resources Director's decision on his sexual harassment/discrimination complaint. (Item No. 17)

February 4, 2002:	Postpone to the meeting of March 4, 2002 at the request of Christopher Katzenbach, Attorney.
Speakers:	Elizabeth Jacobi, Department of Human Resource, EEO Unit Ed Lee, Director of Public Works Christopher Katzenbach, Attorney for Anthony Baeza.
Action:	Adopt the report. Sustain the decision of the Human Resources Director; deny appeal of Anthony Baeza. (Vote of 5 to 0)

0893-01-4 **Appeal by Tom Tirtadinata of the rejection of application for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 18)**

Speakers:	Sgt. Ken Ferrigno, Office of the Sheriff Tom Tirtadinata, Appellant
Action:	Deny the appeal of Tom Tirtadinata. Sustain the decision of the Office of the Sheriff and the Human Resources Director. (Vote of 5 to 0)

0621-01-4 **Appeal by John Saba of the background rejection for Deputy Sheriff I (Job Code 8302) Office of the Sheriff. (Item No. 19)**

Speakers:	Sgt. Kenneth Ferrigno, Office of the Sheriff John Saba, Appellant
Action:	Approve request by Commissioner Gorrono to be excused from voting. (Vote of 4 to 0) Deny the appeal of John Saba. Sustain the decision of the Office of the Sheriff and the Human Resources Director. (Vote of 3 to 1) Commissioner Richardson dissents.

0664-00-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Wallace Brown, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 20)**

Speakers:	Mike Casey, Municipal Transportation Agency Wallace Brown, Appellant
Action:	Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP Drivers License. (Vote of 4 to 0)

0268-01-7 **Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 21)**

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff.

0268-01-7 (continued)

February 11, 2002:	Postpone to the meeting of March 4, 2002 at the request of David Lester. The Commission stipulated that this will be the last continuance granted.
Speakers:	Lorrie Kalos, San Francisco Fire Department Alan Davis, Attorney for David Lester
Action:	Vote of 2 to 2 on recommendation of the San Francisco Fire Department and the Human Resources Director. Postpone to a meeting with all five Commissioners present.

0912-01-7 **Determination of future employability: release from entrance probationary appointment of Arnold Paragas, Electronic Maintenance Technician (Job Code 7318), Municipal Transportation Agency. (Item No. 22)**

Speakers:	Parveen Boparai, Municipal Transportation Agency Arnold Paragas, Appellant Kevin Hughes, Electrical Workers Local 6
Action:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. No employment with the Municipal Transportation Agency for five (5) years. (Vote of 4 to 0)

0577-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Yolanda Andrews, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 23)**

Speakers:	Mike Casey, Municipal Transportation Agency Yolanda Andrews, Appellant LeJeune Carter, TWU Local 250-A
Action:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 4 to 0)

0839-01-7 Determination of future employability: dismissal of permanent civil service appointment of Donnie Chilton, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 24)

Speakers:
Mike Casey, Municipal Transportation Agency
Donnie Chilton, Appellant
LeJeune Carter, TWU Local 250-A

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency or any other City and County department in any position that requires a Class B or Class BP Drivers License. (Vote of 3 to 1) Commissioner Richardson dissents.

0834-01-7 Determination of future employability: release from permanent entrance probationary appointment of Gesheng Liang, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 25)

Speakers: None.

Action: Cancel any current examination and eligibility status in Job Code 9163; No future employment within the City and County of San Francisco that requires a Class B or Class BP Drivers License. (Vote of 5 to 0) Mr. Gesheng Liang failed to appear.

0716-01-7 Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 26)

Speakers:
Mike Casey, Municipal Transportation Agency
Bobby Phillips, Appellant

Action: Postpone to the meeting of March 18, 2002 at the request of Bobby Leon Phillips. (Vote of 4 to 0)

0039-02-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (Item No. 27)**

Speakers:	None.
Action:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell. (Vote of 5 to 0)

0160-02-1 **Activities of the Civil Service Commission from November 1, 2001 through February 28, 2002. (Item No. 28)**

Speakers:	Kate Favetti, Executive Officer, Civil Service Commission
Action:	Approve. (Vote of 4 to 0)

0162-02-1 **Preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 29)**

Speakers:	Kate Favetti, Executive Officer, Civil Service Commission
Action:	Approve. (Vote 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

7:40 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

8/02

Agenda and Notice of Special Meeting – Closed Session

Monday, March 18, 2002

03-13-02A11:08 RCVD

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 03/13/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, March 18, 2002
12:30 p.m.

03-25-02A10:_3 RCVD

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I. The Special Meeting convened at 12:45 p.m.

Present: Commissioner Donald A. Casper
Commissioner Linda Richardson
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 3 to 0)

Closed Session started at 12:45 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President
Donald A. Casper, Vice President
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:07 p.m.

IV. Reconvened in open session at 2:07 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 3 to 0).

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:07 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

03-13-02A11:03 RCVD

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LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 18, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
March 18, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of March 4, 2002

Recommendation: Approve.

Regular Meeting of March 4, 2002

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0144-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-01/02	Parking & Traffic Commission	$16,058,038	Will install single and multi-space meters, replace damaged poles, and sleeve poles, collect coins and card data from meters, count and deposit coins collected, design, program and maintain an Oracle database connecting the various stand-alone modules.	Regular	04/04/07

March 4, 2002: Postpone to the meeting of March 18, 2002. Commissioner Casper had questions related to the contracting out of the coin collecting and counting portion of the contract.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0207-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-01/02	Fire Department	$314,000	Will develop and validate multi-component assessment center type exams for the ranks of H - 20 Lieutenant and H - 40 Battalion Chief.	Regular	08/31/03
4103-01/02	Public Works	$750,000	Will develop an Institutional Master Plan for the San Francisco General Hospital Medical Center to define long-range development plan for the campus with the use of planning, architect, engineering expertise.	Regular	04/30/04
4104-01/02	Public Works	$2,850,000	Will provide all labor, materials and equipment to perform hazmat response work and to perform construction-related work in hazardous or contaminated environments with 24-hour response.	Regular	03/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-01/02	Police	$55,000	Will review and evaluate the job analyses and processes and results for the Q - 2 Police Officer and Q - 35 Assistant Inspector classifications using psychometric and statistical methodologies.	Regular	01/30/03
4165-99/00	Sheriff's Office	Increase Amount $258,816 New Amount $369,022	Will develop and administer examinations for the 8306 Senior Deputy Sheriff, 8308 Sergeant, 8310 Lieutenant, and 8312 Chief Deputy (all sworn officer) classifications that serve in the Sheriff's Department.	Regular	06/30/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Amendment to the Civil Service Commission Rule 012 Series - Eligible Lists, Holdover Lists and Return to Duty. (File No. 0208-02-5) - Action Item

January 14, 2002: Post for adoption.

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Chase Chakeris of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0597-01-4) - Action Item

Recommendation of the Municipal Transportation Agency: Deny the appeal of Chase Chakeris. Sustain the decision of the Municipal Transportation Agency.

(9) **Appeal by Daniel Gutierrez of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0590-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency: Deny the appeal of Daniel Gutierrez. Sustain the decision of the Municipal Transportation Agency.

(10) **Appeal by Jesus Jacobo of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0603-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency: Deny the appeal of Jesus Jacobo. Sustain the decision of the Municipal Transportation Agency.

(11) **Appeal by Kim Jones of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0391-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency: Deny the appeal of Kim Jones. Sustain the decision of the Municipal Transportation Agency.

(12) **Appeal by Solomon Slaten of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0462-01-4) - Action Item**

Recommendation of the Municipal Transportation Agency: Deny the appeal of Solomon Slaten. Sustain the decision of the Municipal Transportation Agency.

(13) **Appeal by Tony Cornell of the Human Resources Director's determination to dismiss his discrimination complaint on national origin. (Item No. 0972-01-6) - Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny appeal by Tony Cornell.

(14) **Appeal by Michael Rodman of the Human Resources Director's action in the sexual harassment complaint. (File No. 0977-01-6) - Action Item**

Recommendation of the Human Resources Director: Deny the appeal; Approve Human Resources Director's determination.

(15) Appeal by Richard Corriea of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (File No. 0051-02-4) - Action Item

Recommendation of the San Francisco Police Department & the Human Resources Director:	Deny appeal of Richard Corriea. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

(16) Appeal by Mark Mahoney of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (File No. 0053-02-4) - Action Item

Recommendation of the San Francisco Police Department & the Human Resources Director:	Deny appeal of Mark Mahoney. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(17) Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0716-01-7) - Action Item

March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

EXECUTIVE OFFICER'S REPORT

(18) **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0162-02-1) - Action Item**

March 4, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.
Recommendation:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
March 18, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of March 4, 2002

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 4, 2002

Action: Approve. (Vote of 3 to 0)

0144-02-8 **Review of request for approval of proposed personal services contract. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4089-01/02	Parking & Traffic Commission	$16,058,038	Will install single and multi-space meters, replace damaged poles, and sleeve poles, collect coins and card data from meters, count and deposit coins collected, design, program and maintain an Oracle database connecting the various stand-alone modules.	Regular	04/04/07

March 4, 2002: Postpone to the meeting of March 18, 2002. Commissioner Casper had questions related to the contracting out of the coin collecting and counting portion of the contract.

Speakers: Julia Dawson, Department of Parking and Traffic

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0207-02-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-01/02	Fire Department	$314,000	Will develop and validate multi-component assessment center type exams for the ranks of H - 20 Lieutenant and H - 40 Battalion Chief.	Regular	08/31/03
4103-01/02	Public Works	$750,000	Will develop an Institutional Master Plan for the San Francisco General Hospital Medical Center to define long-range development plan for the campus with the use of planning, architect, engineering expertise.	Regular	04/30/04
4104-01/02	Public Works	$2,850,000	Will provide all labor, materials and equipment to perform hazmat response work and to perform construction-related work in hazardous or contaminated environments with 24-hour response.	Regular	03/31/04
4105-01/02	Police	$55,000	Will review and evaluate the job analyses and processes and results for the Q - 2 Police Officer and Q - 35 Assistant Inspector classifications using psychometric and statistical methodologies.	Regular	01/30/03
4165-99/00	Sheriff's Office	Increase Amount $258,816 New Amount $369,022	Will develop and administer examinations for the 8306 Senior Deputy Sheriff, 8308 Sergeant, 8310 Lieutenant, and 8312 Chief Deputy (all sworn officer) classifications that serve in the Sheriff's Department.	Regular	06/30/03

O207-02-8 (continued)

Speakers:	Binnie Singh, San Francisco Fire Department spoke on PSC #4102-01/02. Steve Mullinnix, Department of Public Works spoke on PSC #4104-01/02. Jackie Pun, Office of the Sheriff spoke on PSC #4165-99/00.
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0208-02-5 **Amendment to the Civil Service Commission Rule 012 Series - Eligible Lists, Holdover Lists and Return to Duty. (Item No. 7)**

January 14, 2002:	Post for adoption.
Speakers:	None.
Action:	Adopt. (Vote of 3 to 0)

0597-01-4 **Appeal by Chase Chakeris of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 8)**

Speakers:	Michael Casey, Municipal Transportation Agency Chase Chakeris, Appellant
Action:	Deny the appeal of Chase Chakeris. Sustain the decision of the Municipal Transportation Agency. (Vote of 3 to 0)

0590-01-4 **Appeal by Daniel Gutierrez of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)**

Speakers:	Michael Casey, Municipal Transportation Agency Daniel Gutierrez, Appellant
Action:	Deny the appeal of Daniel Gutierrez. Sustain the decision of the Municipal Transportation Agency. (Vote of 3 to 0)

0603-01-4	**Appeal by Jesus Jacobo of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**	
	Speakers:	None.
	Action:	Deny the appeal of Jesus Jacobo. Sustain the decision of the Municipal Transportation Agency. Mr. Jacobo failed to appear. (Vote of 3 to 0)
0391-01-4	**Appeal by Kim Jones of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 11)**	
	Speakers:	None.
	Action:	Deny the appeal of Kim Jones. Sustain the decision of the Municipal Transportation Agency. Ms. Jones failed to appear. (Vote of 3 to 0)
0462-01-4	**Appeal by Solomon Slaten of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**	
	Speakers:	Michael Casey, Municipal Transportation Agency Solomon Slaten, Appellant
	Action:	Postpone to the meeting of April 1, 2002. (Vote of 3 to 0)
0972-01-6	**Appeal by Tony Cornell of the Human Resources Director's determination to dismiss his discrimination complaint on national origin. (Item No. 13)**	
	Speakers:	None.
	Action:	Adopt the report. Sustain the decision of the Human Resources Director; deny appeal by Tony Cornell. Mr. Cornell failed to appear. (Vote of 3 to 0)
0977-01-6	**Appeal by Michael Rodman of the Human Resources Director's action in the sexual harassment complaint. (Item No. 14)**	
	Speakers:	None.
	Action:	Deny the appeal; Approve Human Resources Director's determination. Mr. Rodman failed to appear. (Vote of 3 to 0)

0051-02-4	**Appeal by Richard Corriea of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (Item No. 15)**	
	Speakers:	Lt. Richard Corriea, Appellant Terri Brady, San Francisco Police Department
	Action:	Schedule a Special Meeting before April 1, 2002, if possible with all five (5) Commissioners present. (Vote of 3 to 0)
0053-02-4	**Appeal by Mark Mahoney of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (Item No. 16)**	
	Speakers:	Mark Mahoney, Appellant Terri Brady, San Francisco Police Department
	Action:	Schedule a Special Meeting before April 1, 2002, if possible with all five (5) Commissioners present. (Vote of 3 to 0)
0716-01-7	**Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 17)**	
	March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
	Speakers:	None.
	Action:	Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A. (Vote of 3 to 0)
0162-02-1	**Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 18)**	
	March 4, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.
	Speakers:	Sheldon Martin, Civil Service Commission
	Action:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:32 p.m.

The meeting was adjourned in memory of Ann Tinling, retired Personnel Analyst who passed away on March 6, 2002. The Commission extends its sympathy to the family and directed the Civil Service Commission Executive Officer to express condolences to the Tinling family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

1/02

Closed

Monday, April 1, 2002

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:
- Fire Rules:
    - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 03/27/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, April 1, 2002
12:30 p.m.

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I. The Special Meeting convened at 12:50 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 12:50 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President
Donald A. Casper, Vice President
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, Deputy City Attorney

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:19 p.m.

IV. Reconvened in open session at 2:19 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:19 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
April 1, 2002

03-27-02A10:0 RCVD

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PUBLIC LIBRARY

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 1, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of March 18, 2002

Recommendation: Approve.

Regular Meeting of March 18, 2002

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0241-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-02/03	Arts Commission	$1,090,779	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Annual	12/31/02
1001-02/03	Recreation and Parks	$90,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Annual	06/30/03
1002-02/03	Recreation and Parks	$50,000	Will provide circus performances at various locations. Performances include circus acts such as clowning, juggling, and stilt walking. Will also include children's workshops.	Annual	06/30/03
1003-02/03	Recreation and Parks	$50,000	Will remove, sell or dispose of vessels from the Marina Yacht Harbor in order to recover documented costs of delinquent berthing fees and other associated fees from boat owners.	Annual	06/30/03
1004-02/03	Sheriff's Office	$2,700,000	Will provide substance abuse treatment services in a 24-hour/7-days-a-week residential setting for inmates paroled from the County jails, and conduct electronic monitoring services for inmates paroled into home detention.	Annual	06/30/03
1005-02/03	Sheriff's Office	$57,000	Will provide early intervention, referral and support services to persons who are about to be evicted, or are going through the eviction process.	Annual	06/30/03
1006-02/03	Sheriff's Office	$3,000,000	Will provide classes in GED, vocational rehabilitation/training, substance abuse counseling and relapse prevention, parenting, violence prevention, acupuncture, religious counseling, and administrative support for records management to inmates.	Annual	06/30/03
1007-02/03	Sheriff's Office	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants.	Annual	06/30/03
1008-02/03	Sheriff's Office	$107,000	Will provide pre-employment polygraph examinations, psychological and psychiatric evaluations for peace officers and post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/02

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1009-02/03	Sheriff's Office	$63,000	Will respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/03
1010-02/03	Sheriff's Office	$71,000	Will provide and maintain an automated system that tracks alleged or convicted perpetrators of crime through the criminal justice system, then notifies victims of crime when the alleged or convicted perpetrators are due for release.	Annual	06/30/03
1011-02/03	Sheriff's Office	$60,000	Will provide professional criminal justice training to Departmental staff as required by the State of California for correctional facilities.	Annual	06/30/03
1012-02/03	Police	$90,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/03
1013-02/03	Animal Care and Control	$10,000	Will provide an environmental enrichment program for long-term shelter dogs that have been rescued from abusive owners and/or neglectful situations.	Annual	06/30/03
1014-02/03	Animal Care and Control	$8,640	Will provide technical support, maintenance, and periodic upgrade of the Chameleon Animal Case Management Computer Software, a proprietary software.	Annual	06/30/03
1015-02/03	Animal Care and Control	$57,000	Will provide an as-needed after-hour, weekend, and holiday emergency veterinary service as mandated by State Law.	Annual	06/30/03
1016-02/03	Animal Care and Control	$10,000	Will pick-up native wildlife from the animal shelter' and provide long-term care, rehabilitation, and release of the wildlife after initial veterinary medical evaluation.	Annual	06/30/03
1017-02/03	Human Resources	$200,000	Will provide temporary workers' compensation claims adjusting help when there are adjusting staff vacancies due to extended leaves or turn over.	Annual	06/30/03
4106-01/02	Parking and Traffic	$127,095	Will collect and analyze pedestrian safety data, make recommendations on traffic engineering improvements and public outreach efforts, author study reports, and participate in meetings with Federal Highway Administration and other agencies/organizations.	Regular	11/30/02
4107-01/02	Human Resources	$1,500,000	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Regular	09/30/03
4108-01/02	Public Health	$450,000	Will provide intermittent, as-needed, on-call mobile therapeutic apheresis services for patients requiring this specialized blood filtration service.	Regular	06/30/06
4109-01/02	Public Health	Increase Amount $85,000 New Amount $120,000	Will provide as-needed and after-hours security guard services for the Community Health Network. Specifically as-needed home health escorts for the Health at Home Agency and after-hours security guard services for the Substance Abuse services unit.	Regular	06/30/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Special Report on the implementation of Policies and Procedures on Provisional Appointments for Service Critical Classes at the Municipal Transportation Agency. (File No. 0243-02-1) - Action Item**

Recommendation:	Open for discussion.

(7) **Appeal by Richard Corriea of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (File No. 0051-02-4) - Action Item**

March 18, 2002:	Schedule Special Meeting before April 1, 2002, if possible with all five Commissioners present.
Recommendation of the San Francisco Police Department & the Human Resources Director:	Deny appeal of Richard Corriea. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

(8) **Appeal by Mark Mahoney of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (File No. 0053-02-4) - Action Item**

March 18, 2002:	Schedule Special Meeting before April 1, 2002, if possible with all five Commissioners present.
Recommendation of the San Francisco Police Department & the Human Resources Director:	Deny appeal of Mark Mahoney. Sustain the decision of the San Francisco Police Department and the Human Resources Director.

(9) **Appeal by Solomon Slaten of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0462-01-4) - Action Item**

March 18, 2002:	Postpone to the meeting of April 1, 2002.
Recommendation of the Municipal Transportation Agency:	Deny the appeal of Solomon Slaten. Sustain the decision of the Municipal Transportation Agency.

(10) Appeal by Jesse Furrow of the background rejection for Medical Examiner's Investigator (Job Code 2580) Medical Examiner's Office. (File No. 0838-01-4) - Action Item

March 4, 2002:	Postpone to the meeting of April 1, 2002 at the request of Jesse Furrow.
Recommendation:	Adopt report; Deny appeal of Jesse Furrow. Sustain the recommendation of the Office of the Medical Examiner and the Human Resources Director.

(11) Appeal by Luke Turner of the background rejection for Medical Examiner's Investigator (Job Code 2580) Medical Examiner's Office. (File No. 0837-01-4) - Action Item

March 4, 2002:	Postpone to the meeting of April 1, 2002 at the request of Luke Turner.
Recommendation:	Adopt report; Deny appeal of Luke Turner. Sustain the recommendation of the Office of the Medical Examiner and the Human Resources Director.

(12) Appeal by Wayne McFuller of the background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0106-02-4) - Action Item

Recommendation:	Adopt report; Deny appeal of Wayne McFuller. Sustain the recommendation of the Municipal Transportation Agency.

(13) Appeal by Rex Ogunniyi of the background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0101-02-4) - Action Item

Recommendation:	Adopt report; Deny appeal of Rex Ogunniyi. Sustain the recommendation of the Municipal Transportation Agency.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0268-01-7) - Action Item

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.

File No. 0268-01-7 (continued)

February 4, 2002: Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff.

February 11, 2002: Postpone to the meeting of March 4, 2002 at the request of David Lester. The Commission stipulated that this would be the last continuance granted.

March 4, 2002: Postpone to a meeting with all five Commissioners present.

Recommendation of the Fire Department & the Human Resources Director: Deny appeal; Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report on provisional appointments. (File No. 0242-02-1)

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(16) Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0162-02-1) - Action Item

March 4, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.

March 18, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.

Recommendation: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES
Regular Meeting
April 1, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:26 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present	
Commissioner Morgan Gorrono	Present	
Commissioner Adrienne Pon	Present	(Missed Items 12, 13, 15 & 16)
Commissioner Linda Richardson	Present	(Missed Items 6, 12, 13, 15 & 16)
Commissioner Rosabella Safont	Present	

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Assistant Deputy Chief Lorrie Kalos, San Francisco Fire Department and Alan Davis, Attorney for David Lester (Agenda Item #14) requested a continuance.

APPROVAL OF MINUTES

Special Meeting of March 18, 2002

Action: Approve. (Vote of 5 to 0)

Regular Meeting of March 18, 2002

Action: Approve. (Vote of 5 to 0)

VAN NESS AVENUE, SUITE 720 ◆ SAN FRANCISCO, CA 94102-6033 ◆ (415) 252-3247 ◆ FAX (415) 252-3260 ◆ www.ci.sf.ca.us/civil_service/

0241-02-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-02/03	Arts Commission	$1,090,779	Will perform "Summer In the City Concert Series" at Davies Symphony Hall and Sharon Meadow in Golden Gate Park, in accordance with the City Charter.	Annual	12/31/02
1001-02/03	Recreation and Parks	$90,000	Will conduct band concerts throughout the City for official civic events including Sunday concerts at the Music Concourse in Golden Gate Park.	Annual	06/30/03
1002-02/03	Recreation and Parks	$50,000	Will provide circus performances at various locations. Performances include circus acts such as clowning, juggling, and stilt walking. Will also include children's workshops.	Annual	06/30/03
1003-02/03	Recreation and Parks	$50,000	Will remove, sell or dispose of vessels from the Marina Yacht Harbor in order to recover documented costs of delinquent berthing fees and other associated fees from boat owners.	Annual	06/30/03
1004-02/03	Sheriff's Office	$2,700,000	Will provide substance abuse treatment services in a 24-hour/7-days-a-week residential setting for inmates paroled from the County jails, and conduct electronic monitoring services for inmates paroled into home detention.	Annual	06/30/03
1005-02/03	Sheriff's Office	$57,000	Will provide early intervention, referral and support services to persons who are about to be evicted, or are going through the eviction process.	Annual	06/30/03
1006-02/03	Sheriff's Office	$3,000,000	Will provide classes in GED, vocational rehabilitation/training, substance abuse counseling and relapse prevention, parenting, violence prevention, acupuncture, religious counseling, and administrative support for records management to inmates.	Annual	06/30/03
1007-02/03	Sheriff's Office	$200,000	Will provide timely transportation of prisoners throughout California and the United States pursuant to court orders or lawful arrest warrants.	Annual	06/30/03
1008-02/03	Sheriff's Office	$107,000	Will provide pre-employment polygraph examinations, psychological and psychiatric evaluations for peace officers and post-employment examinations and psychological services resulting from investigations and critical incidents.	Annual	06/30/02
1009-02/03	Sheriff's Office	$63,000	Will respond to prisoner inquiries regarding legal issues; provide assistance in prisoner law libraries; provide legal references as requested and related services as directed by prisoner legal service attorney.	Annual	06/30/03
1010-02/03	Sheriff's Office	$71,000	Will provide and maintain an automated system that tracks alleged or convicted perpetrators of crime through the criminal justice system, then notifies victims of crime when the alleged or convicted perpetrators are due for release.	Annual	06/30/03
1011-02/03	Sheriff's Office	$60,000	Will provide professional criminal justice training to Departmental staff as required by the State of California for correctional facilities.	Annual	06/30/03
1012-02/03	Police	$90,000	Will provide phlebotomy services 24 hours a day, 7 days a week to conduct blood draws on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	Annual	06/30/03
1013-02/03	Animal Care and Control	$10,000	Will provide an environmental enrichment program for long-term shelter dogs that have been rescued from abusive owners and/or neglectful situations.	Annual	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1014-02/03	Animal Care and Control	$8,640	Will provide technical support, maintenance, and periodic upgrade of the Chameleon Animal Case Management Computer Software, a proprietary software.	Annual	06/30/03
1015-02/03	Animal Care and Control	$57,000	Will provide an as-needed after-hour, weekend, and holiday emergency veterinary service as mandated by State Law.	Annual	06/30/03
1016-02/03	Animal Care and Control	$10,000	Will pick-up native wildlife from the animal shelter' and provide long-term care, rehabilitation, and release of the wildlife after initial veterinary medical evaluation.	Annual	06/30/03
1017-02/03	Human Resources	$200,000	Will provide temporary workers' compensation claims adjusting help when there are adjusting staff vacancies due to extended leaves or turn over.	Annual	06/30/03
4106-01/02	Parking and Traffic	$127,095	Will collect and analyze pedestrian safety data, make recommendations on traffic engineering improvements and public outreach efforts, author study reports, and participate in meetings with Federal Highway Administration and other agencies/organizations.	Regular	11/30/02
4107-01/02	Human Resources	$1,500,000	Will provide a range of managed care and medical cost containment services for the Workers' Compensation Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Regular	09/30/03
4108-01/02	Public Health	$450,000	Will provide intermittent, as-needed, on-call mobile therapeutic apheresis services for patients requiring this specialized blood filtration service.	Regular	06/30/06
4109-01/02	Public Health	Increase Amount $85,000 New Amount $120,000	Will provide as-needed and after-hours security guard services for the Community Health Network. Specifically as-needed home health escorts for the Health at Home Agency and after-hours security guard services for the Substance Abuse services unit.	Regular	06/30/03

Speakers: Jean Mariani, Office of the Sheriff spoke on PSC #1004-02/03; PSC #1005-02/03 and PSC #1006-02/03.
Galen Leung, Department of Public Health and Dr. Boyd Stephens, Chief Medical Examiner spoke on PSC #1012-02/03.
Galen Leung, Department of Public Health spoke on PSC #4109-01/02.

Action: Adopt Human Resources Director's report on PSC #1012-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2) Commissioners Casper and Gorrono dissent.

Adopt Human Resources Director's report on PSC #4109-01/02. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2) Commissioners Casper and Gorrono dissent.

Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0243-02-1	**Special Report on the implementation of Policies and Procedures on Provisional Appointments for Service Critical Classes at the Municipal Transportation Agency. (Item No. 6)**	
	Speakers:	Candace Heurlin, Municipal Transportation Agency.
	Action:	Approve. (Vote of 4 to 0) Commissioner Richardson missed Item #6.
0051-02-4	**Appeal by Richard Corriea of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (Item No. 7)**	
	March 18, 2002:	Schedule Special Meeting before April 1, 2002, if possible with all five Commissioners present.
	Speakers:	Terri Brady, San Francisco Police Department Lt. Richard Corriea, Appellant Marsha Stroope, Department of Human Resources Deputy Chief Bill Welch, San Francisco Police Department
	Action:	The Commission directed the San Francisco Police Department and the Department of Human Resources to proceed with the Captain (Job Code Q - 80) examination as originally scheduled on April 10, 2002 and to allow any individuals who meet the minimum requirements as of the test date to participate in the exam. The Civil Service Commission further directed that no appointments would be made unless these individuals meet the minimum qualifications. (Vote of 5 to 0)

0053-02-4 Appeal by Mark Mahoney of the San Francisco Police Department Examination Unit's denial of protest to the Captain (Job Code Q - 80) job announcement. (Item No. 8)

March 18, 2002:	Schedule Special Meeting before April 1, 2002, if possible with all five Commissioners present.
Speakers:	None.
Action:	The Commission directed the San Francisco Police Department and the Department of Human Resources to proceed with the Captain (Job Code Q - 80) examination as originally scheduled on April 10, 2002 and to allow any individuals who meet the minimum requirements as of the test date to participate in the exam. The Civil Service Commission further directed that no appointments would be made unless these individuals meet the minimum qualifications. (Vote of 5 to 0)

0462-01-4 Appeal by Solomon Slaten of the rejection of application for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)

March 18, 2002:	Postpone to the meeting of April 1, 2002.
Speakers:	Mike Casey, Municipal Transportation Agency Solomon Slaten, Appellant
Action:	Grant appeal of Solomon Slaten. (Vote of 3 to 2) Commissioners Safont and Pon dissent.

0838-01-4 Appeal by Jesse Furrow of the background rejection for Medical Examiner's Investigator (Job Code 2580) Medical Examiner's Office. (Item No. 10)

March 4, 2002:	Postpone to the meeting of April 1, 2002 at the request of Jesse Furrow.
Speakers:	Nancy Woo, Department of Administrative Services Dr. Boyd Stephens, Chief Medical Examiner Jesse Furrow, Appellant
Action:	Adopt report; Deny appeal of Jesse Furrow. Sustain the recommendation of the Office of the Medical Examiner and the Human Resources Director. (Vote of 4 to 1) Commissioner Gorrono dissents.

0837-01-4 **Appeal by Luke Turner of the background rejection for Medical Examiner's Investigator (Job Code 2580) Medical Examiner's Office. (Item No. 11)**

March 4, 2002: Postpone to the meeting of April 1, 2002 at the request of Luke Turner.

Speakers: Dr. Boyd Stephens, Chief Medical Examiner
Luke Turner, Appellant
Nancy Woo, Department of Administrative Services

Action: Adopt report; Deny appeal of Luke Turner. Sustain the recommendation of the Office of the Medical Examiner and the Human Resources Director. (Vote of 5 to 0)

0106-02-4 **Appeal by Wayne Mc. Fuller of the background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

Speakers: Parveen Boparai, Municipal Transportation Agency
Wayne Mc. Fuller, Appellant

Action: Adopt report; Deny appeal of Wayne Mc. Fuller. Sustain the recommendation of the Municipal Transportation Agency. (Vote of 3 to 0) Commissioners Pon and Richardson missed vote.

0101-02-4 **Appeal by Rex Ogunniyi of the background rejection for Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

Speakers: None.

Action: Adopt report; Deny appeal of Rex Ogunniyi. Sustain the recommendation of the Municipal Transportation Agency. (Vote of 3 to 0) Commissioners Pon and Richardson missed vote. Mr. Ogunniyi failed to appear.

0268-01-7 Appeal of automatic resignation of permanent civil service appointment of David Lester, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 14)

January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of David Lester and the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002 at the request of Civil Service Commission staff.
February 11, 2002:	Postpone to the meeting of March 4, 2002 at the request of David Lester. The Commission stipulated that this would be the last continuance granted.
March 4, 2002:	Postpone to a meeting with all five Commissioners present.
Speakers:	Lorrie Kalos, San Francisco Fire Department Alan Davis, Attorney for appellant
Action:	Off calendar pending discussion between the San Francisco Fire Department and Mr. Lester's attorney. (Vote of 5 to 0)

0242-02-1 Report on provisional appointments. (Item No. 15)

Speakers:	Marsha Stroope, Department of Human Resources
Action:	Approve. (Vote of 3 to 0) Commissioners Pon and Richardson missed vote.

0162-02-1 **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 16)**

March 4, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.

March 18, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.

Speakers: Kate Favetti, Executive Officer Civil Service Commission

Action: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002. (Vote of 3 to 0) Commissioners Pon and Richardson missed vote.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Executive Officer Kate Favetti announced that the Adviser is now on the Civil Service Commission website. Ms. Favetti also reported that 150 San Francisco Unified School District employees were trained on the Merit System on April 1, 2002.

Human Resources Director Andrea Gourdine informed the Commission that the Management Classification and Compensation Plan would be an item on the Board of Supervisors Finance Committee Agenda on Wednesday, April 3, 2002.

Commissioner Safont requested that the Executive Officer contact Mr. John Hanley, San Francisco Firefighters Local 798 to inquire about the letter he sent to the Noe Valley Merchants Newsletter.

Jeremy Curd, citizen addressed the Commission on problems he encountered with the San Francisco Police Department.

ADJOURNMENT

6:24 p.m.

Adjourned in memory of Personnel Analyst Calvern Dyer. The Commission extends its sympathy to the family and directed the Civil Service Commission Executive Officer to express condolences to the Dyer family.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

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Monday, April 15, 2002

12:30 p.m.

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1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 04/10/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

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The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, April 15, 2002
12:30 p.m.

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I. The Special Meeting convened at 12:52 p.m.

Present:	Commissioner Donald A. Casper Commissioner Linda Richardson Commissioner Adrienne Pon Commissioner Rosabella Safont
Excused:	Commissioner Morgan R. Gorrono

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e).
(ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 12:52 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President,
Donald A. Casper, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 1:49 p.m.

IV. Reconvened in open session at 1:49 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

1:49 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

)RGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

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AGENDA

Regular Meeting
of
April 15, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
April 15, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of April 1, 2002

Recommendation: Approve.

Regular Meeting of April 1, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0283-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4110-01/02	Environment	$500,000	Will provide specialized services needed for the broad range of energy efficiency and distributed generation programs to be developed and implemented by the department.	Regular	09/30/04
4111-01/02	Public Works	$100,000	Will perform a pavement condition survey in the City and County to enter collected information into databases to maintain required Pavement Management System (PMS) certification.	Regular	06/30/03
4112-01/02	Mayor's Office of Business & Economic Development	$85,000	Will provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with the refunding of general obligation bonds.	Regular	05/01/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0284-02-3) - Action Item

Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(7) Amendment to Civil Service Commission Rule 011 Series - Examinations, Veterans Preference. (File No. 0286-02-5) - Action Item

April 4, 2002:	Posted for adoption.
Recommendation:	Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Request from David Boyd for reconsideration of a ban of working in a department. (File No. 0285-02-7) - Action Item

Recommendation of the Human Resources Director:	Adopt staff report. Approve removal of employment restriction. Allow employment with the Public Utilities Commission and Municipal Transportation Agency.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) **Determination of future employability: disciplinary release of permanent entrance probationary appointment of Marceo Barnes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0018-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(10) **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (File No. 0142-01-7) - Action Item**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
June 18, 2001:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.
July 16, 2001:	Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
February 11, 2002:	Postpone to the meeting of April 15, 2002 at the request of Horacio Candia. The Commission stipulated that this would be the last continuance granted.
Recommendation of the Fire Department & the Human Resources Director:	No future employment with the San Francisco Fire Department.

(11) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7) - Action Item**

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
Recommendation of the Department of Public Health & the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(12) **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0716-01-7) - Action Item**

March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
March 18, 2002:	Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(13) **Request by TWU Local 250-A to reconsider appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0377-00-7) - Action Item**

September 18, 2000:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Tarlesson failed to appear.

File No. 0377-00-7 (continued)

Recommendation of the Municipal Transportation Agency:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(14) **Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0956-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(15) **Determination of future employability: disciplinary release of entrance probationary exempt appointment of William Eagleson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0152-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(16) **Determination of future employability: disciplinary release of entrance probationary appointment of Coylavan Harris, Jr., Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0990-01-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

EXECUTIVE OFFICER'S REPORT

(17) **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (File No. 0162-02-1) - Action Item**

March 4, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.
March 18, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.
April 1, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002.
Recommendation:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of May 6, 2002.

(18) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

MINUTES

Regular Meeting
April 15, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place
April 15, 2002
2:00 p.m.

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CALL TO ORDER

2:04 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present (Missed Items 17 and 18)

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Weston Hatch, TWU Local 250-A requested a continuance on Items 9 and 15.

APPROVAL OF MINUTES

Special Meeting of April 1, 2002

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 1, 2002

Action: Approve. (Vote of 4 to 0)

0283-02-8 **Review of request for approval of proposed personal services contract. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4110-01/02	Environment	$500,000	Will provide specialized services needed for the broad range of energy efficiency and distributed generation programs to be developed and implemented by the department.	Regular	09/30/04
4111-01/02	Public Works	$100,000	Will perform a pavement condition survey in the City and County to enter collected information into databases to maintain required Pavement Management System (PMS) certification.	Regular	06/30/03
4112-01/02	Mayor's Office of Business & Economic Development	$85,000	Will provide financial advisory services pertaining to municipal debt, in particular general obligation bonds in connection with the refunding of general obligation bonds.	Regular	05/01/03

Speakers: Cal Broomhead, Department of the Environment spoke on PSC #4110-01/02.
Fernando Cisneros, Department of Public Works spoke on PSC #4111-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0284-02-3 **Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 6)**

Speakers: None.

Action: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002. (Vote of 4 to 0)

0286-02-5 **Amendment to Civil Service Commission Rule 011 Series - Examinations, Veterans Preference. (Item No. 7)**

April 4, 2002: Posted for adoption.

Speakers: None.

Action: Adopt. (Vote of 4 to 0)

0285-02-7 **Request from David Boyd for reconsideration of a ban of working in a department. (Item No. 8)**

Speakers:	David Boyd, Appellant
Action:	Adopt staff report. Approve removal of employment restriction. Allow employment with the Public Utilities Commission and Municipal Transportation Agency. (Vote of 4 to 0)

0018-02-7 **Determination of future employability: disciplinary release of permanent entrance probationary appointment of Marceo Barnes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)**

Speakers:	Weston Hatch, TWU Local 250-A.
Action:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. (Vote of 4 to 0)

0142-01-7 **Determination of future employability: disciplinary release of permanent exempt appointment of Horacio Candia, Chief's Operator (Job Code H - 10) San Francisco Fire Department. (Item No. 10)**

May 7, 2001:	Postpone to the meeting of June 18, 2001 at the request of Horacio Candia.
June 18, 2001:	Postpone to the meeting of July 16, 2001 at the request of Horacio Candia.
July 16, 2001:	Postpone to the meeting of October 15, 2001 at the request of Lawrence Murray, Attorney for Horacio Candia. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
January 7, 2002:	Postpone to the meeting of February 4, 2002 at the request of the San Francisco Fire Department.
February 4, 2002:	Postpone to the Special Meeting of February 11, 2002.
February 11, 2002:	Postpone to the meeting of April 15, 2002 at the request of Horacio Candia. The Commission stipulated that this would be the last continuance granted.

0142-01-7 (continued)

Speakers:	Lorrie Kalos, Assistant Deputy Chief, San Francisco Fire Department Sean P. Foley, Representative for Mr. Candia Binnie Singh, San Francisco Fire Department Horacio Candia, Appellant
Action:	No future employment with the San Francisco Fire Department. (Vote of 4 to 0)

0039-02-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (Item No. 11)**

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
Speakers:	None.
Action:	Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted. (Vote of 4 to 0)

0716-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
March 18, 2002:	Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.
Speakers:	None.
Action:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. The Commission stipulated this would be the last continuance granted. (Vote of 4 to 0)

0377-00-7	**Request by TWU Local 250-A to reconsider appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 13)**
September 18, 2000:	Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Tarlesson failed to appear.
Speakers:	Mike Casey, Municipal Transportation Agency Michele Hays, National Coalition of Concerned Legal Professionals Larnise Tarlesson, Appellant
Action:	Approve request to reconsider appeal of automatic resignation of Larnise Tarlesson. The Commission directed the Executive Officer to calendar reconsideration of automatic resignation for the meeting of June 3, 2002. (Vote of 4 to 0)
0956-01-7	**Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**
Speakers:	Mike Casey, Municipal Transportation Agency Frank P. Sarro, Attorney for Mr. Tucker Michael Tucker, Appellant
Action:	Continue to the meeting of May 20, 2002. (Vote of 4 to 0)
0152-02-7	**Determination of future employability: disciplinary release of entrance probationary exempt appointment of William Eagleson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**
Speakers:	Weston Hatch, TWU Local 250-A
Action:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. (Vote of 4 to 0)

0990-01-7 **Determination of future employability: disciplinary release of entrance probationary appointment of Coylavan Harris, Jr., Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**

Speakers: Weston Hatch, TWU Local 250-A

Action: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. (Vote of 4 to 0)

0162-02-1 **Status report on the preliminary Elected Officials Salary and Benefits Survey in accordance with Charter Section A8.409.1. (Item No. 17)**

March 4, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.

March 18, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.

April 1, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002.

Speakers: Sheldon Martin, Civil Service Commission

Action: Incorporate Civil Service Commission directives and proceed with survey; Report final status at Civil Service Commission meeting of May 6, 2002. (Vote of 3 to 0) Commissioner Safont missed vote.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:42 p.m.

Adjourned in memory of Gregoire Hobson, Deputy Clerk, Board of Supervisors. The Commission directed the Executive Officer to convey its condolences to the Hobson family.

5

6/02

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
May 6, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 416 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci. sf.ca.us, or on the City's website at www.ci.sf.ca.us/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us.ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 6, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of April 15, 2002

Recommendation: Approve.

Regular Meeting of April 15, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contract. (File No. 0322-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-01/02	Public Utilities Commission (Hetch Hetchy Bureaus)	$275,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas as may be directed.	Regular	05/15/04
4114-01/02	Public Utilities Commission (Water)	$500,000	Will assist staff in corrosion maintenance services on an as-needed basis to supplement staff in the Water Supply and Treatment Division infrastructure inspection, preventative maintenance and planning program during the agreement period.	Regular	12/31/05
4023-98/99	Airport	Increase Amount $600,000 New Amount $860,000	Will continue to govern the sale and issuance of future Airport revenue bonds.	Regular	12/04/06
4028-98/99	Public Works	Increase Amount $4,400,000 New Amount $9,900,000	Will provide construction management services during design and construction of Moscone Center Expansion Phase 3.	Regular	12/31/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Request by SEIU Local 790 for Reconsideration of Civil Service Commission action on April 15, 2002 on Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0328-02-3) - Action Item**

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002. (Vote of 4 to 0)
Recommendation of the Executive Officer:	Open for discussion.

(7) **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item**

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002. (Vote of 4 to 0)
Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(8) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2002-2003 in accordance with Charter Section A8.409.1. (File No. 0162-02-1) - Action Item**

March 4, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.
March 18, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.

0162-02-1 (continued)

April 1, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002.

April 15, 2002: Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of May 6, 2002.

Recommendation: Open for discussion; Forward Commission action to the Mayor's Office for inclusion in the FY 2002-2003 budget.

(9) **Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (File No. 0271-02-4) - Action Item**

Recommendation of the Sheriff and the Human Resources Director: Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director.

(10) **Appeal by Denis Mitchell of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery leave. (File No. 0945-01-3) - Action Item**

Recommendation of the Human Resources Director: Adopt staff report. Sustain the decision of the Human Resources Director on the application of the Civil Service Commission definition of battery leave.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:30 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: disciplinary release of permanent entrance probationary appointment of Marceo Barnes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0018-02-7) - Action Item**

April 15, 2002: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(12) Determination of future employability: dismissal of permanent civil service appointment of Karin Williams, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0133-02-7) - Action Item

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(13) Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0716-01-7) - Action Item

March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
March 18, 2002:	Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.
April 15, 2002:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. The Civil Service Commission stipulated that this will be the last continuance granted.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(14) Determination of future employability: disciplinary release of entrance probationary exempt appointment of William Eagleson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0152-02-7) - Action Item

April 15, 2002:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(15) **Determination of future employability: disciplinary release of entrance probationary appointment of Coylavan Harris, Jr., Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0990-01-7) - Action Item**

April 15, 2002:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(16) **Determination of future employability: dismissal of permanent civil service appointment of Christopher Gonzales, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0112-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) **Progress Report on Class Consolidation Project. (File No. 0323-02-1)**

Recommendation: Approve.

(18) **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0324-02-1)**

Recommendation: Approve.

(19) **Report of provisional appointments. (File No. 0325-02-1)**

Recommendation: Approve.

(20) **Report of exempt appointments under Charter Categories 10.104-1 through 10.104-12 which exceed the Charter Imposed "CAP". (File No. 0326-02-1)**

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(21) **Employee Recognition Survey - City Departments. (File No. 0327-02-1)**

Recommendation: Approve.

(22) **Report on the activities of the Civil Service Department from March 1, 2002 to April 30, 2002. (File No. 0338-02-1)**

Recommendation: Approve.

(23) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(24) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5
/6/02

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
May 6, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Walter Scott, TWU Local 250-A requested a continuance on Item 13.

Speakers: Walter Scott, TWU Local 250-A
Mike Casey, Municipal Transportation Agency
Bobby Phillips, Appellant
Diana Buchbinder, Municipal Transportation Agency

Action: Deny request for continuance by TWU Local 250-A.
(Vote of 3 to 1) Commissioner Richardson dissents.

APPROVAL OF MINUTES

Special Meeting of April 15, 2002

Action: Approve. (Vote of 4 to 0)

Regular Meeting of April 15, 2002

Action: Approve. (Vote of 4 to 0)

0322-02-8 Review of request for approval of proposed personal services contract. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-01/02	Public Utilities Commission (Hetch Hetchy Bureaus)	$275,000	Will monitor and analyze policy, regulatory and legislative developments and issues affecting the City's interests in water, energy, wastewater (sewage treatment), natural resources and such other areas as may be directed.	Regular	05/15/04
4114-01/02	Public Utilities Commission (Water)	$500,000	Will assist staff in corrosion maintenance services on an as-needed basis to supplement staff in the Water Supply and Treatment Division infrastructure inspection, preventative maintenance and planning program during the agreement period.	Regular	12/31/05
4023-98/99	Airport	Increase Amount $600,000 New Amount $860,000	Will continue to govern the sale and issuance of future Airport revenue bonds.	Regular	12/04/06
4028-98/99	Public Works	Increase Amount $4,400,000 New Amount $9,900,000	Will provide construction management services during design and construction of Moscone Center Expansion Phase 3.	Regular	12/31/03

Speakers: Brian Rolley, Public Utilities Commission on PSC #4114-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0328-02-3 **Request by SEIU Local 790 for Reconsideration of Civil Service Commission action on April 15, 2002 on Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 6)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

Speakers: Vincent Harrington, Attorney for SEIU Local 790
Geoff Rothman, Department of Human Resources

Action: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).
(Vote of 4 to 0)

0329-02-3 **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 7)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002. (Vote of 4 to 0)

Speakers: Ed Warshauer, SEIU Local 790

Action: The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002. (Vote of 4 to 0)

0162-02-1 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 2002-2003 in accordance with Charter Section A8.409.1. (Item No. 8)**

March 4, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of March 18, 2002.
March 18, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 1, 2002.
April 1, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of April 15, 2002.
April 15, 2002:	Incorporate Civil Service Commission directives and proceed with survey; Report status at Civil Service Commission meeting of May 6, 2002.
Speakers:	None.
Action:	Approve an increase of 2.50% in salary and MEA benefits for Elected Officials as of July 1, 2002; Forward Commission action to the Mayor's Office for inclusion in the FY 2002-2003. The Civil Service Commission also expressed concern regarding pay parity and the current fiscal situation the City faces. (Vote of 3 to 1). Commissioner Richardson dissents.

0271-02-4 **Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (Item No. 9)**

Speakers:	Sgt. Jim Ross, Office of the Sheriff John Alfonso, Appellant
Action:	Postpone to the meeting of May 20, 2002. The Commission directed the Office of the Sheriff to provide additional information. (Vote of 4 to 0)

0945-01-3 **Appeal by Denis Mitchell of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery leave. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of June 3, 2002 at the request of SEIU Local 790. (Vote of 4 to 0)

0018-02-7 **Determination of future employability: disciplinary release of permanent entrance probationary appointment of Marceo Barnes, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 11)**

April 15, 2002: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.

Speakers:
Mike Casey, Municipal Transportation Agency
Marceo Barnes, Appellant
Walter Scott, TWU Local 250-A

Action: Cancel any current examination and eligibility in Job Code 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 4 to 0)

0133-02-7 **Determination of future employability: dismissal of permanent civil service appointment of Karin Williams, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

Speakers: Mike Casey, Municipal Transportation Agency

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 4 to 0) Ms. Williams failed to appear.

0716-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

March 4, 2002: Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.

March 18, 2002: Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.

April 15, 2002: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. The Civil Service Commission stipulated that this will be the last continuance granted.

Speakers:
Walter Scott, TWU Local 250-A
Mike Casey, Municipal Transportation Agency
Bobby Phillips, Appellant
Diana Buchbinder, Municipal Transportation Agency
Jeffrey Neustadt, Attorney for Mr. Phillips

Action: During Public Comment on Matters Appearing on the Agenda, TWU Local 250-A requested a continuance. The Commission voted to hear the appeal as scheduled. (Vote of 3 to 1). Commissioner Richardson dissents.

After hearing appeal, the Commission directed the appellant, his attorney and TWU Local 250-A to present **ALL** evidence pertaining to this matter to the Executive Officer, Civil Service Commission. Postpone to the meeting of May 20, 2002. (Vote of 4 to 0)

0152-02-7 **Determination of future employability: disciplinary release of entrance probationary exempt appointment of William Eagleson, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

April 15, 2002: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.

Speakers: None.

Action: Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license. (Vote of 4 to 0) Mr. Eagleson failed to appear.

0990-01-7	**Determination of future employability: disciplinary release of entrance probationary appointment of Coylavan Harris, Jr., Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**		
	April 15, 2002:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A.	
	Speakers:	None.	
	Action:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license. (Vote of 4 to 0) Mr. Harris failed to appear.	
0112-02-7	**Determination of future employability: dismissal of permanent civil service appointment of Christopher Gonzales, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**		
	Speakers:	Mike Casey, Municipal Transportation Agency David Weaver, Attorney for Mr. Gonzales Christopher Gonzales, Appellant Walter Scott, TWU Local 250-A	
	Action:	Cancel any current examination and eligibility status; No future employment with any Department within the City and County that requires driving a City vehicle. (Vote of 3 to 1) Commissioner Safont dissents.	
0323-02-1	**Progress Report on Class Consolidation Project. (Item No. 17)**		
	Speakers:	Marsha Stroope, Department of Human Resources	
	Action:	Approve. (Vote of 4 to 0)	
0324-02-1	**Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 18)**		
	Speakers:	Marsha Stroope, Department of Human Resources	
	Action:	Approve. (Vote of 4 to 0)	

0325-02-1 **Report of provisional appointments. (Item No. 19)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Approve. (Vote of 4 to 0)

0326-02-1 **Report of exempt appointments under Charter Categories 10.104-1 through 10.104-12 which exceed the Charter Imposed "CAP". (Item No. 20)**

Speakers: Marsha Stroope, Department of Human Resources

Action: Approve. (Vote of 4 to 0)

0327-02-1 **Employee Recognition Survey - City Departments. (Item No. 21)**

Speakers: Kate Favetti, Executive Officer

Action: Approve. (Vote of 4 to 0)

0338-02-1 **Report on the activities of the Civil Service Department from March 1, 2002 to April 30, 2002. (Item No. 22)**

Speakers: Kate Favetti, Executive Officer

Action: Approve. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Kevin Barry, Stationary Engineers, Local 39 along with Dave Copeland, requested review of the referral process for Chief Stationary Engineers (Job Code 7252) and Mr. Copeland being put on waiver.

Chris Bowman spoke on civil service protection of employees appointed by the Department of Elections and allegations that the Elections Commission interfered in the administration of the Department of Elections in the termination of the Director of Elections. Mr. Bowman also requested to allow the appeal of Tammy Haygood to be heard by the Civil Service Commission and that the Civil Service Commission, pursuant to Prop E (2000), obtain outside legal counsel.

ADJOURNMENT

6:46 p.m.

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FR

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, May 20, 2002

12:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9 - Conference with Legal Counsel - Anticipated Litigation.) (ACTION ITEM)

CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT

California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office

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III. Reconvene in open session:

05-16-02A11:2

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 05/15/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, May 20, 2002
12:30 p.m.

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 12:53 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Rosabella Safont
Commissioner Linda Richardson

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10 (d) and California Government Code Section 54946.9.) (ACTION ITEM)

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 12:55 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President,
Donald A. Casper, Vice President
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea R. Gourdine, Human Resources Director
Lizzette Henriquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - AS DEFENDANT

(ACTION ITEM)

Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 2:17 p.m.

IV. Reconvened in open session at 2:18 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:18 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
May 20, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
May 20, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – **Action Item**

Regular Meeting of May 6, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0372-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-01/02	Public Health	$100,000	Will provide technical review and interpretation of soil and ground water assessment reports, and determine adequacy of plans for corrective action.	Regular	06/30/06
4116-01/02	Trial Courts	$153,821	Will be responsible for operation of two children's waiting rooms at the Hall of Justice and the Civic Center Courthouse.	Regular	06/30/03
4117-01/02	Human Services	$1,350,000	Will recruit appropriate families; provide orientations, induction training, homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/05
4118-01/02	Children, Youth & Families	$260,000	Will evaluate the San Francisco Compensation and Retention Encourages Stability Program (C.A.R.E.S.) and WAGES Plus to reflect how the two programs interface with each other in determining the relationship between wages and retention of staff.	Regular	06/30/03
4119-01/02	Arts Commission	$90,000	Will provide all services relating to installation of artwork at SF International Airport, including but not limited to the design, engineering, and execution of sculpture bases, footings and attachments; transportation and installation of sculpture.	Regular	06/01/05

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (File No. 0271-02-4) - Action Item**

May 6, 2002:	Postpone to the meeting of May 20, 2002.
Recommendation:	Postpone to the meeting of June 3, 2002 at the request of the Office of the Sheriff.

(7) **Municipal Transportation Agency Report of Exempt Appointments under Charter Categories 10.104-16 through 10.104.18. (File No. 0373-02-1) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report.

(8) **Municipal Transportation Agency Report on Provisional Appointments. (File No. 0374-02-1) - Action Item**

Recommendation of the Municipal Transportation Agency:	Adopt report.

(9) **Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0956-01-7) - Action Item**

April 15, 2002:	Postpone to the meeting of May 20, 2002.
Recommendation of the Executive Officer:	Postpone to the meeting of June 3, 2002.

(10) **Determination of future employability: resignation with services unsatisfactory of entrance probationary appointment of Seak Choi Chao, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0172-02-7) - Action Item**

Recommendation of the Executive Officer:	Postpone to the meeting of June 3, 2002.

(11) **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0534-01-7) - Action Item**

Recommendation of the Executive Officer:	Postpone to the meeting of June 3, 2002.

(12) **Request from Martin Flick for reconsideration of a ban from working in a department. (File No. 0376-02-7) - Action Item**

Recommendation of the Executive Officer:	Postpone to the meeting of June 3, 2002.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(13) **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item**

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.
Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(14) Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (File No. 0375-01-5) - Action Item

December 14, 2000:	Posted for Meet and Confer.
June 18, 2001:	Presentation on various selection procedures from experts.
August 28, 2001:	Continuation of public comment from June 18, 2001 meeting.
December 10, 2001:	Postpone to the meeting of January 7, 2002.
January 7, 2002:	Public comment on the proposed amendments.
Recommendation of the Executive Officer:	Acknowledge that impasse has been reached in the discussions with the Union. Adopt proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the San Francisco Fire Department, Rule 313 - Certification of Eligibles.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7)

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
April 15, 2002:	Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.
Recommendation of the Department of Public Health & the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(16) **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0716-01-7) - Action Item**

March 4, 2002:	Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.
March 18, 2002:	Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.
April 15, 2002:	Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. The Civil Service Commission stipulated that this would be the last continuance granted.
May 6, 2002:	After hearing appeal, the Commission directed the appellant, his attorney and TWU Local 250-A to present **ALL** evidence pertaining to this matter to the Executive Officer, Civil Service Commission. Postpone to the meeting of May 20, 2002.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(17) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(18) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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MINUTES

Regular Meeting
May 20, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:28 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present	
Commissioner Morgan Gorrono	Present	(Missed Items 1,2,3,4 and part of 5)
Commissioner Adrienne Pon	Present	
Commissioner Linda Richardson	Present	
Commissioner Rosabella Safont	Present	

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 6, 2002

Action: Approve. (Vote of 4-0, Commissioner Gorrono missed vote)

0372-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-01/02	Public Health	$100,000	Will provide technical review and interpretation of soil and ground water assessment reports, and determine adequacy of plans for corrective action.	Regular	06/30/06
4116-01/02	Trial Courts	$153,821	Will be responsible for operation of two children's waiting rooms at the Hall of Justice and the Civic Center Courthouse.	Regular	06/30/03
4117-01/02	Human Services	$1,350,000	Will recruit appropriate families; provide orientations, induction training, homestudy, and post-adoption services to the families; and facilitate the matching of the adoptive families to San Francisco foster children.	Regular	06/30/05
4118-01/02	Children, Youth & Families	$260,000	Will evaluate the San Francisco Compensation and Retention Encourages Stability Program (C.A.R.E.S.) and WAGES Plus to reflect how the two programs interface with each other in determining the relationship between wages and retention of staff.	Regular	06/30/03
4119-01/02	Arts Commission	$90,000	Will provide all services relating to installation of artwork at SF International Airport, including but not limited to the design, engineering, and execution of sculpture bases, footings and attachments; transportation and installation of sculpture.	Regular	06/01/05

Speakers: Neil Taniguchi, Trial Courts spoke on PSC #4116-01/02

Action: 1) PSC # 4116-01/02 adopted. (Vote of 5-0)
2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4-0, Commissioner Gorrono missed vote)

0271-02-4 **Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (Item No. 6)**

May 6, 2002: Postpone to the meeting of May 20, 2002.

Speakers: None

Action: Postpone to the meeting of June 17, 2002 at the request of the Office of the Sheriff. (Vote of 5-0)

0373-02-1 **Municipal Transportation Agency Report of Exempt Appointments under Charter Categories 10.104-16 through 10.104.18. (Item No. 7)**

Speakers: None

Action: Adopt report. (Vote of 5-0)

0374-02-1 **Municipal Transportation Agency Report on Provisional Appointments. (Item No. 8)**

Speakers: None

Action: Adopt report. (Vote of 5-0)

0956-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)**

April 15, 2002: Postpone to the meeting of May 20, 2002.

Speakers: None

Action: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer. (Vote of 5-0)

0172-02-7 **Determination of future employability: resignation with services unsatisfactory of entrance probationary appointment of Seak Choi Chao, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 10)**

Speakers: None

Action: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer. (Vote of 5-0)

0534-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 11)**

Speakers: None

Action: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer. (Vote of 5-0)

0376-02-7 **Request from Martin Flick for reconsideration of a ban from working in a department. (Item No. 12)**

Speakers: None

Action: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer. (Vote of 5-0)

0329-02-3 **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 13)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

May 6, 2002: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).

The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002.

Speakers:
1) Geoff Rothman, Department of Human Resources
2) Dale Butler, SEIU, Local 790

Action: Directed representatives of the Department of Human Resources and Service Employees International Union – Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing. (Vote of 5-0)

0375-01-5 **Proposed amendments to Civil Service Commission Rules Applicable to the Uniformed Ranks of the Fire Department, Rule 313 - Certification of Eligibles. (Item No. 14)**

December 14, 2000: Posted for Meet and Confer.

June 18, 2001: Presentation on various selection procedures from experts.

August 28, 2001: Continuation of public comment from June 18, 2001 meeting.

December 10, 2001: Postpone to the meeting of January 7, 2002.

January 7, 2002: Public comment on the proposed amendments.

Speakers:

1) Michael Harris, Lawyers Committee for Civil Rights, supports Statistically Valid Grouping (SVG)
2) Kevin Smith, President, San Francisco Black Firefighters Association (SFBFA) supports SVG
3) Chris Stevenson, Black Officers Association supports SVG
4) John Hanley, President, Firefighters Local 798

Action: Directed the Executive Officer to gather and provide additional information requested by the Commission and encourage input from the public. Continued to a meeting to be determined. (Vote of 5-0)

0039-02-7 **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (Item No. 15)**

March 4, 2002: Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.

April 15, 2002: Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.

Speakers:

1) Bob Thomas, San Francisco General Hospital
2) Diahann Chappell, Appellant

Action: Continue to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative. (Vote of 5-0)

0716-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Bobby Phillips, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**

March 4, 2002: Postpone to the meeting of March 18, 2002 at the request of Bobby Phillips.

March 18, 2002: Postpone to the meeting of April 15, 2002 at the request of TWU Local 250-A.

April 15, 2002: Postpone to the meeting of May 6, 2002 at the request of TWU Local 250-A. The Civil Service Commission stipulated that this would be the last continuance granted.

May 6, 2002: After hearing appeal, the Commission directed the appellant, his attorney and TWU Local 250-A to present ALL evidence pertaining to this matter to the Executive Officer, Civil Service Commission. Postpone to the meeting of May 20, 2002.

Speakers:

1) Mike Casey, Municipal Transportation Agency
2) Jeffrey Neustadt, Attorney for Mr. Phillips
3) Bobby Phillips, Appellant

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 3-2, Commissioners Casper and Richardson dissent)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None

ADJOURNMENT

4:12 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

02

special
regular

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

IORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, May 20, 2002

4:00 p. m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Establish process, procedure and timeline on the appeal filed by Vernon Grigg, III, Esq. to the Civil Service Commission on behalf of Tammy Haygood on the decision of the Elections Commission to terminate her employment. (File No. 0365-02-7)

> The Commission has been provided with a staff report, a copy of the appeal filed to the Civil Service Commission by Vernon Grigg, III, Esq. on behalf of Ms. Tammy Haygood and a letter to the Civil Service Commission from Michael Mendelson, President, Elections Commission.

Recommendation: Adopt staff report.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: *Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 05/14/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Open Session

Monday, May 20, 2002
4:00 p.m.

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ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 4:21 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (Missed items IV & V)
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Establish process, procedure and timeline on the appeal filed by Vernon Grigg, III, Esq. to the Civil Service Commission on behalf of Tammy Haygood on the decision of the Elections Commission to terminate her employment. (File No. 0365-02-7)

Speakers:
1) Kate Favetti, Executive Officer, CSC
2) Michael Mendelson, President, Elections Commission
3) Vernon Grigg, III, Esq. Attorney for Tammy Haygood
4) Frederick Hobson

Action:
1) Changed the title of the appeal to: "Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections."
2) Identified the parties to the appeal as Tammy Haygood and the Elections Commission.
3) Adopted the Proposed Draft of Hearing Procedures with minor changes to ensure that the process is fair, clear and accessible to the public in keeping the CSC's established procedures. (Approved Procedures attached)
4) Scheduled a hearing on June 17, 2002 at 6:00 p.m. in City Hall, Room 400 to determine CSC jurisdiction.
5) Extended submission of written materials by 5:00 p.m. of June 3, 2002 at the Civil Service Commission offices.

(Vote of 5-0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

1. Peter Cohn, on behalf of SFNAACP and members of the public commended the CSC for calendaring "this matter of great public interest" and expressed concern of the Elections Commission submitting a brief before procedures have been established.

2. Julie Soo, Public Sector Attorney and Arbitrator spoke on having notices published in the Independent and other ethnic papers, including the Elections Task Force in the Commission's mailing list for notice of the jurisdictional hearing and for the CSC to take jurisdiction of the matter.
3. Helynna Brooke spoke of the good job done by the Department of Elections in the last election when she was a candidate and for the CSC to take jurisdiction.
4. Chris Bowman inquired about the Commission using outside counsel and to complete the entire process by August 1st.
5. John Barry had a question about the briefs to be submitted and its content.
6. Frederick Hobson commended the Commission for its handling of this matter.
7. Toye Moses, African American Democratic Club is pleased that the Commission is hearing the matter.
8. James Bryant thanked the Commission for the hearing.

V. Adjournment.

6:03 p.m.

HEARING PROCEDURES
ON THE APPEAL OF TAMMY HAYGOOD OF THE ACTION OF THE ELECTIONS COMMISSION TO TERMINATE HER EMPLOYMENT AS CLASS 1128, DIRECTOR OF ELECTIONS
(FILE NO. 0365-02-7)

A. General Instructions

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by written materials which shall be available for inspection and copying at the Civil Service Commission office, 25 Van Ness, Suite 720, San Francisco, CA 94102.

B. Written Submissions

Written materials, documentation and exhibits must be submitted in accordance with the timelines established by the Civil Service Commission, in order to be considered by the Civil Service Commission.

By *5:00 p.m.* fourteen (14) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) fourteen (14) days prior to the hearing. The written submissions shall include the summary of evidence, argument, and all exhibits. In addition, each party must state specifically the action sought.

The written materials shall conform to the following listed criteria:

- Documents must be typed;
- 8 ½ inch x 11 inch white paper;
- 3-hole punch all documents on the left margin;
- Number each page on the right lower hand corner of every page starting with "page 1 of ___ pages" through the Summary and consecutively through each page of each exhibit;
- Indicate the name of the person submitting the document and on whose behalf on the upper right hand corner of each page;
- Indicate Civil Service Commission file number (0365-02-7) on the upper left of each page;
- List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

All written materials submitted shall become part of the public record and shall be open for public inspection unless the Civil Service Commission authorizes a closed session in accordance with the Brown Act, the Sunshine Ordinance and all applicable laws.

Materials submitted by members of the public will be provided to the parties and the Commission in as timely a manner as possible.

C. Summary of Evidence and Argument

The written submission shall include a summary of evidence, argument, all exhibits and must specifically state the action sought.

D. Lists of Exhibits

List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

E. Timeline

By *5:00 p.m.* fourteen (14) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) fourteen (14) days prior to the hearing.

F. Hearing

In order for the hearing process to be administered in an effective manner, the Civil Service Commission will ask questions necessary to focus the issues or to clarify testimony. The order of hearing will proceed as follows:

a) Civil Service Commission opening remarks (5 minutes)
b) Opening summary of case by each party (10 minutes – each party)
c) Discussion of evidence by each party (10 minutes – each party)
d) Rebuttal statement by each party (10 minutes – each party)
e) Questions by Civil Service Commissioners
f) Closing statement by each party (10 minutes – each party)
g) Public comment
h) Commission action

The Civil Service Commission shall entertain written requests for postponements. Postponements may be granted only under extraordinary circumstances demonstrating good cause. A change in the hearing date will not alter the original date for the submission of written materials.

G. Notice of Action

Notice of action taken by the Civil Service Commission shall be distributed in accordance with Civil Service Commission procedures.

Suggested Timeline
for Receipt of written materials and delivery to Civil Service Commissioners

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
14 Days	11:00 a.m.	Receipt of original and twelve (12) copies of written materials in the Civil Service Commission office and proof of delivery
No later than 7 Days	Noon	Deliver meeting files to Commissioners, Attorney, and Executive Officer
		Hearing

Calendar of Hearing on Determination of Civil Service Commission Jurisdiction

(Scheduled at May 20, 2002 Civil Service Commission meeting)

Monday, June 17, 2002 - 6:00 p.m.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

Date	Time	Deadline Description
June 3, 2002	*5:00 p.m.*	Receipt of original and twelve (12) copies of briefs in Civil Service Commission office and proof of delivery
No later than June 10, 2002	*Noon*	Deliver meeting files to Commissioners, Legal Counsel and Executive Officer
June 17, 2002	*6:00 p.m.*	***Hearing on Determination of Civil Service Commission Jurisdiction***

Calendar of Hearing in the Event the Civil Service Commission Determines the Appeal Filed is within its Jurisdiction

Date	Time	Deadline Description
	11:00 a.m.	Receipt of original and twelve (12) copies of briefs in Civil Service Commission office and proof of delivery
	Noon	Deliver meeting files to Commissioners, Legal Counsel and Executive Officer
		Hearing

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

IORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, June 3, 2002

11:30 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT

California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office
Chief Mario Treviño, San Francisco Fire Department

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 05/29/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

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COMMISSIONER

INDA RICHARDSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, June 3, 2002
11:30 a.m.

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I. The Special Meeting convened at 12:02 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (Arrived at 12:52 p.m.)
Commissioner Rosabella Safont
Commissioner Linda Richardson

Commissioner Safont presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(b) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 12:03 p.m. in City Hall, Room 400 and the following were present:

Rosabella Safont, President,
Donald A. Casper, Vice President
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
John Cooper, City Attorney's Office
Kate Favetti, Executive Officer, CSC
Andrea R. Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission

Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, City Attorney's Office
Marsha Stroope, Department of Human Resources
Chief Mario Treviño, Fire Department

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT

California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office
Chief Mario Treviño, San Francisco Fire Department

Closed Session ended at 2:09 p.m.

II. Reconvene in open session at 2:09 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

III. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

IV. Adjournment.

2:09 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

05-31-[illegible]

AGENDA

Regular Meeting
of
June 3, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

ROSABELLA SAFONT
PRESIDENT

DONALD A. CASPER
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ORGAN R. GORRONO
COMMISSIONER

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

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E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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H. Speaking before the Civil Service Commission

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San Francisco Lobbyist Ordinance

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 3, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES** – **Action Item**

Special Meeting of May 20, 2002 - 12:30 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of May 20, 2002

Recommendation: Approve.

Special Meeting of May 20, 2002 - 4:00 p.m. - Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS**

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0412-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-01/02	Environment	$83,900	Will expand reuse and recycling of various materials (paper, bottles, cans and cardboard) at 3Com Park, San Francisco War Memorial, and Performing Arts Center through the use of outreach, educational materials.	Regular	05/31/03
4121-01/02	Environment	$195,000	Will conduct recycling and source reduction diversion study to measure San Francisco's diversion rate, and to quantify the recycling and waste prevention rate for the City through surveys, analysis and other methods.	Regular	08/01/04
4122-01/02	Public Utilities Commission (Water)	$70,000	Will clean up weeds and dense underbrush at or near reservoirs, right-of-ways, roadways and trails; convert firebreaks to fuel breaks; and maintain existing and other ground maintenance.	Regular	05/31/03
4123-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $150,000	Will coordinate DCYF outreach and communication needs both internally and externally. Will provide concise and coherent drafting and writing of departmental policies, strategies, and initiatives.	Regular	06/30/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contract. (File No. 0413-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-01/02	Parking & Traffic	$200,000	Will install and repair 350 bicycle racks on City streets and in City leased or owned buildings by August 2002 and other racks as grant funding become available.	Regular	05/31/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.
May 20, 2002:	The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.
Recommendation of the Human Resources Director:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Request from Martin Flick for reconsideration of a ban from working in a department. (File No. 0376-02-7) - Action Item

May 20, 2002: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.

Recommendation of the Human Resources Director: Adopt staff report. Deny the removal of the employment restriction banning Martin Flick from working at the Airport Commission.

(10) Appeal by Denis Mitchell of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery leave. (File No. 0945-01-3) - Action Item

May 6, 2002: Postpone to the meeting of June 3, 2002 at the request of SEIU Local 790.

Recommendation of the Human Resources Director: Adopt staff report. Sustain the decision of the Human Resources Director on the application of the Civil Service Commission definition of battery leave.

(11) Appeal by David Camerlo of the background rejection for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (File No. 0265-02-4) - Action Item

Recommendation of the Office of the Sheriff and the Human Resources Director: Deny the appeal of David Camerlo. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7)**

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
April 15, 2002:	Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.
May 20, 2002:	Postpone to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative.
Recommendation of the Department of Public Health & the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(13) **Appeal of automatic resignation of permanent civil service appointment of Leal Ugrin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0274-02-7) - Action Item**

Recommendation of the San Francisco Fire Department and the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(14) **Determination of future employability: resignation with services unsatisfactory of entrance probationary appointment of Seak Choi Chao, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0172-02-7) - Action Item**

May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP driver license.

(15) Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0956-01-7) - Action Item

April 15, 2002:	Postpone to the meeting of May 20, 2002.
May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(16) Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0534-01-7) - Action Item

May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(17) Determination of future employability: release of entrance probationary appointment of Rosalie Lawrence, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0308-02-7) - Action Item

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(18) **Determination of future employability: release of entrance probationary appointment of Lester B. Zeas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0177-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(19) **Request by TWU Local 250-A to reconsider appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (File No. 0377-00-7) - Action Item**

September 18, 2000: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Tarlesson failed to appear.

April 15, 2002: Approve request to reconsider appeal of automatic resignation of Larnise Tarlesson. The Commission directed the Executive Officer to calendar reconsideration of automatic resignation for the meeting of June 3, 2002.

Recommendation of the Municipal Transportation Agency: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

HUMAN RESOURCES DIRECTOR'S REPORT

(20) **Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0414-02-1)**

Recommendation: Approve.

EXECUTIVE OFFICER'S REPORT

(21) **Report of Executive Officer on Selection of Outside Counsel. (File No. 0417-02-1)**

Recommendation: Open for discussion.

(22) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
June 3, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

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CALL TO ORDER

2:21 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present	
Commissioner Morgan Gorrono	Present	
Commissioner Adrienne Pon	Present	(missed Items 19, 21, 22 & 23)
Commissioner Linda Richardson	Present	
Commissioner Rosabella Safont	Present	

Commissioner Safont presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

LeJeune Carter, TWU Local 250-A requested a continuance for Item 16.

APPROVAL OF MINUTES

Special Meeting of May 20, 2002 - 12:30 p.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of May 20, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of May 20, 2002 - 4:00 p.m. - Open Session

Action: Approve. (Vote of 5 to 0)

ELECTION OF OFFICERS

Action: The Commission voted to hear item out of order at the end of the meeting. (Vote of 4 to 1; Commissioner Pon dissents.)

Commissioner Donald Casper was elected President for the term of office expiring May 31, 2003. (Vote of 5 to 0) Commissioner Morgan Gorrono was elected Vice President for the term of office expiring May 31, 2003. (Vote of 5 to 0)

0412-02-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-01/02	Environment	$83,900	Will expand reuse and recycling of various materials (paper, bottles, cans and cardboard) at 3Com Park, San Francisco War Memorial, and Performing Arts Center through the use of outreach, educational materials.	Regular	05/31/03
4121-01/02	Environment	$195,000	Will conduct recycling and source reduction diversion study to measure San Francisco's diversion rate, and to quantify the recycling and waste prevention rate for the City through surveys, analysis and other methods.	Regular	08/01/04
4122-01/02	Public Utilities Commission (Water)	$70,000	Will clean up weeds and dense underbrush at or near reservoirs, right-of-ways, roadways and trails; convert firebreaks to fuel breaks; and maintain existing and other ground maintenance.	Regular	05/31/03
4123-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $150,000	Will coordinate DCYF outreach and communication needs both internally and externally. Will provide concise and coherent drafting and writing of departmental policies, strategies, and initiatives.	Regular	06/30/04

Speakers: Jack Macy, Department of the Environment spoke on PSC #4120-01/02 and 4121-01/02.

Cedric Yap, Mayor's Office of Children, Youth & Families spoke on PSC #4123-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0413-02-8 **Review of request for approval of proposed personal services contract. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4124-01/02	Parking & Traffic	$200,000	Will install and repair 350 bicycle racks on City streets and in City leased or owned buildings by August 2002 and other racks as grant funding become available.	Regular	05/31/03

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0329-02-3 **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 8)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

May 6, 2002: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).

The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002.

May 20, 2002: The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.

Speakers: None.

Action: Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources. (Vote of 5 to 0)

0376-02-7	**Request from Martin Flick for reconsideration of a ban from working in a department. (Item No. 9)**	
	May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
	Speakers:	None.
	Action:	Adopt staff report. Deny the removal of the employment restriction banning Martin Flick from working at the Airport Commission. (Vote of 5 to 0) Mr. Flick failed to appear.
0945-01-3	**Appeal by Denis Mitchell of the Human Resources Director's decision on the application of the Civil Service Commission definition of battery leave. (Item No. 10)**	
	May 6, 2002:	Postpone to the meeting of June 3, 2002 at the request of SEIU Local 790.
	Speakers:	Minh Vu, Department of Human Resources-Workers' Compensation Division James Bryant, SEIU Local 790 Denis Mitchell, Appellant Richard Isom, SEIU Local 790 Steve Dykes, Fine Arts Museum Debbie Albuquerque, Fine Arts Museum
	Action:	Adopt staff report. Sustain the decision of the Human Resources Director on the application of the Civil Service Commission definition of battery leave. (Vote of 3 to 2; Commissioners Gorrono and Richardson dissent.)
0265-02-4	**Appeal by David Camerlo of the background rejection for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (Item No. 11)**	
	Speakers:	Sgt. Jim Ross, Office of the Sheriff David Camerlo, Appellant
	Action:	Deny the appeal of David Camerlo. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director. (Vote of 5 to 0)

0039-02-7 Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (Item No. 12)

March 4, 2002: Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.

April 15, 2002: Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.

May 20, 2002: Postpone to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative.

Speakers: None.

Action: Postpone to the meeting of July 1, 2002 at the request of Diahann Chappell. (Vote of 5 to 0)

0274-02-7 Appeal of automatic resignation of permanent civil service appointment of Leal Ugrin, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 13)

Speakers: None.

Action: Postpone to the meeting of June 17, 2002 at the request of the San Francisco Fire Department. (Vote of 5 to 0)

0172-02-7 Determination of future employability: resignation with services unsatisfactory of entrance probationary appointment of Seak Choi Chao, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)

May 20, 2002: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.

Speakers:
Diana Buchbinder, Municipal Transportation Agency
Seak Choi Chao, Appellant
LeJeune Carter, TWU Local 250-A

Action: Cancel any current examination and eligibility in Job Code 9163; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 5 to 0)

0956-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**

April 15, 2002: Postpone to the meeting of May 20, 2002.

May 20, 2002: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.

Speakers: None.

Action: Postpone to the meeting of June 17, 2002 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

0534-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**

May 20, 2002: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.

Speakers: None.

Action: Postpone to the meeting of July 1, 2002 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

0308-02-7 **Determination of future employability: release of entrance probationary appointment of Rosalie Lawrence, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 17)**

Speakers: None.

Action: Off calendar at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

0177-02-7 **Determination of future employability: release of entrance probationary appointment of Lester B. Zeas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 18)**

Speakers: None.

Action: Postpone to the meeting of July 1, 2002 at the request of Lester Zeas. (Vote of 5 to 0)

0377-00-7 Request by TWU Local 250-A to reconsider appeal of automatic resignation of Larnise Tarlesson, permanent civil service Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 19)

September 18, 2000: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Municipal Transportation Agency. Ms. Tarlesson failed to appear.

April 15, 2002: Approve request to reconsider appeal of automatic resignation of Larnise Tarlesson. The Commission directed the Executive Officer to calendar reconsideration of automatic resignation for the meeting of June 3, 2002.

Speakers: Faith Van Putten, Municipal Transportation Agency
Larnise Tarlesson, Appellant
LeJeune Carter, TWU Local 250-A

Action: Approve automatic resignation; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service. (Vote of 4 to 0)

0414-02-1 Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 20)

Speakers: None.

Action: Approve. (Vote of 5 to 0)

0417-02-1 Report of Executive Officer on Selection of Outside Legal Counsel. (Item No. 21)

Speakers: Kate Favetti, Executive Officer
Commissioner Rosabella Safont
Commissioner Donald Casper
Anita Sanchez, Assistant Executive Officer

Action: The Law firm of Littler Mendelson was selected as Outside Legal Counsel. (Vote of 3 to 1; Commissioner Safont dissents)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Commissioner Gorrono inquired about a Personal Service Contract with McCoy Security.

ADJOURNMENT

7:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ONALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

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Agenda and Notice of Special Meeting – Closed Session

Monday, June 17, 2002

11:30 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT

California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 06/13/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, June 17, 2002
11:30 a.m.

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Special Closed
regular
special

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 12:00 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono (arrived at 1:24 p.m.)
Commissioner Adrienne Pon
Commissioner Rosabella Safont
Commissioner Linda Richardson

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation. (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at p.m. 12:01 in City Hall, Room 400 and the following were present :

Donald A. Casper, President, CSC
Morgan R. Gorrono, Vice President, CSC
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
John Cooper, City Attorney
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, City Attorney's Office

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CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT

California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798

Linda Ross/designee, City Attorney's Office

Closed Session ended at 2:04 p.m.

III. Reconvened in open session at 2:04 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

2:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

7/02
"amended"
agenda

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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AGENDA

Regular Meeting
of
June 17, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

PRESENTATION TO ROSABELLA SAFONT, FORMER CIVIL SERVICE COMMISSION PRESIDENT

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 17, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of June 3, 2002 - 11:30 a.m. - Closed Session

Recommendation: Approve.

Regular Meeting of June 3, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) PRESENTATION OF AWARD

Presentation of Award to Commissioner Rosabella Safont, former Civil Service Commission President.

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(6) Review of request for approval of proposed personal services contracts. (File No. 0451-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-01/02	Airport	$500,000	Will provide temporary and/or as-needed security guard services to meet FAA, Transportation Security Administration mandates and other airport security needs; and provide security for the air operations area and other areas from potential threats.	Regular	06/30/04
4126-01/02	Municipal Transportation Agency	$300,000	Will provide a centralized resource for staff to obtain career counseling and training to enhance current knowledge, skills, and facilitate career growth.	Regular	06/30/03
4127-01/02	Airport	$200,000	Will continue to provide a thorough examination of potential Low Frequency Impacts associated with future aircraft fleets and potential runway modernization scenarios.	Regular	06/30/03
4128-01/02	Public Works	$500,000	Will provide accredited specialized labor, materials and equipment suitable to perform as-needed laboratory analyses for environmental assessment purposes, analyses of soil and groundwater to identify potentially contaminated or hazardous materials.	Regular	06/30/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0452-02-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

(8) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0453-02-5) - Action Item**

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

(9) **Municipal Transportation Agency Report on Provisional Appointments. (File No. 0454-02-1) - Action Item**

Recommendation of the Municipal Transportation Agency: Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (File No. 0271-02-4) - Action Item

May 6, 2002:	Postpone to the meeting of May 20, 2002.
May 20, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Office of the Sheriff.
Recommendation of the Sheriff and the Human Resources Director:	Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director.

(11) Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.
May 20, 2002:	The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.

File No. 0329-02-3 (continued)

June 3, 2002: Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.

Recommendation of the Human Resources Director: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(12) Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (File No. 0351-02-6) - Action Item

Recommendation of the Human Resources Director: Deny the appeal by Michael Ho. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Appeal of automatic resignation of permanent civil service appointment of Leal Ugrin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0274-02-7) - Action Item

June 3, 2002: Postpone to the meeting of June 17, 2002 at the request of the San Francisco Fire Department.

Recommendation of the San Francisco Fire Department and the Human Resources Director: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(14) **Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0956-01-7) - Action Item**

April 15, 2002:	Postpone to the meeting of May 20, 2002.
May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Municipal Transportation Agency.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(15) EXECUTIVE OFFICER'S REPORT

Letter of Agreement between the City and County of San Francisco and the Municipal Executives Association (MEA) reducing the City "pick up" on the required employee contribution to the retirement system and the Civil Service Commission action taken May 6, 2002 to certify wages and benefits of Elected Officials. (File No. 0460-02-1)

Recommendation:	Open for discussion.

(16) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AMENDED

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
June 17, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

PRESENTATION TO ROSABELLA SAFONT, FORMER CIVIL SERVICE COMMISSION PRESIDENT

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

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(9) **Municipal Transportation Agency Report on Provisional Appointments. (File No. 0454-02-1) - Action Item**

Recommendation of the Municipal Transportation Agency: Adopt report.

REGULAR AGENDA

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Recommendation of the Sheriff and the Human Resources Director: Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director.

(11) Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

May 6, 2002: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).

The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002.

May 20, 2002: The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.

File No. 0329-02-3 (continued)

June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.
Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(12) Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (File No. 0351-02-6) - Action Item

Recommendation of the Human Resources Director:	Deny the appeal by Michael Ho. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) Appeal of automatic resignation of permanent civil service appointment of Leal Ugrin, Firefighter (Job Code H - 2), San Francisco Fire Department. (File No. 0274-02-7) - Action Item

June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the San Francisco Fire Department.
Recommendation of the San Francisco Fire Department and the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the San Francisco Fire Department.

(14) Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0956-01-7) - Action Item

April 15, 2002:	Postpone to the meeting of May 20, 2002.
May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Municipal Transportation Agency.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(15) EXECUTIVE OFFICER'S REPORT

Letter of Agreement between the City and County of San Francisco and the Municipal Executives Association (MEA) reducing the City "pick up" on the required employee contribution to the retirement system and the Civil Service Commission action taken May 6, 2002 to certify wages and benefits of Elected Officials. (File No. 0460-02-1)

Recommendation: Open for discussion.

(16) Presentation of proposed Charter Amendments for immediate response. (File No. 0471-02-1)

(1) Charter Amendment - Member, Board of Supervisors (Gonzalez) Charter Amendment to amend Section 2.100, and to add Section 15.109 to provide that the Supervisors' salary be set by the Ethics Commission (BOS File 010961).

(2) Charter Amendment - Member, Board of Supervisors (Gonzalez) Charter Amendment to amend Section 2.100, and to provide that the Supervisors' salary will be set by the Civil Service Commission (BOS File 020886).

(3) Charter Amendment - Municipal Water and Power: Charter Amendment (Ammiano) Charter Amendment to add a new Chapter 8B to eliminate the Public Utilities Commission and to form a Municipal Water and Power Utilities Commission (BOS File 012056).

(4) Charter Amendment - Municipal Water and Power: Charter Amendment (Ammiano) Charter Amendment eliminating the Public Utilities Commission and forming a Municipal Water and Power Utilities Commission (BOS File 020887).

(5) Charter Amendment - Public Advocate: Department of Neighborhood Empowerment (Daly) Charter Amendment to amend Article VI and to add Section 16.121 to create the Public Advocate and to establish the Department of Neighborhood Empowerment and to create neighborhood councils (BOS File 011654).

(6) Charter Amendment - Public Advocate (Daly): Charter Amendment to amend Section 6.100 and to add Section 6.108 to create the Public Advocate (BOS File 011957).

(7) Charter Amendment - Auditor General (McGoldrick) Charter Amendment to amend Section 6.100 and to add Section 6.108 to create the Auditor General (BOS File 020882).

Recommendation: Open for discussion.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
June 17, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 3, 2002 - 11:30 a.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 3, 2002

Action: Approve. (Vote of 5 to 0)

VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-6033 • (415) 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/

PRESENTATION OF AWARD

Commissioner Casper presented an award on behalf of the Commission to Commissioner Rosabella Safont, former Civil Service Commission President from September 2000 to June 2002.

0451-02-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4125-01/02	Airport	$500,000	Will provide temporary and/or as-needed security guard services to meet FAA, Transportation Security Administration mandates and other airport security needs; and provide security for the air operations area and other areas from potential threats.	Regular	06/30/04
4126-01/02	Municipal Transportation Agency	$300,000	Will provide a centralized resource for staff to obtain career counseling and training to enhance current knowledge, skills, and facilitate career growth.	Regular	06/30/03
4127-01/02	Airport	$200,000	Will continue to provide a thorough examination of potential Low Frequency Impacts associated with future aircraft fleets and potential runway modernization scenarios.	Regular	06/30/03
4128-01/02	Public Works	$500,000	Will provide accredited specialized labor, materials and equipment suitable to perform as-needed laboratory analyses for environmental assessment purposes, analyses of soil and groundwater to identify potentially contaminated or hazardous materials.	Regular	06/30/04

Speakers: Tryg McCoy, Assistant Airport Director and Rafael Centeno, San Francisco International Airport spoke on PSC #4125-01/02.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0452-02-5 Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 7)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0453-02-5 Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 8)

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Municipal Transportation Agency Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations. (Vote of 5 to 0)

0454-02-1 Municipal Transportation Agency Report on Provisional Appointments. (Item No. 9)

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0271-02-4 Appeal by John Alfonso of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (Item No. 10)

May 6, 2002: Postpone to the meeting of May 20, 2002.

May 20, 2002: Postpone to the meeting of June 17, 2002 at the request of the Office of the Sheriff.

Speakers:
Sgt. Jim Ross, Office of the Sheriff
John Alfonso, Appellant
Theo Russo, SEIU Local 790

Action: Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director. (Vote of 5 to 0)

0329-02-3 Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 11)

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.
May 20, 2002:	The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.
Speakers:	Janet Bosnich, Department of Human Resources
Action:	Postpone to the meeting of July 15, 2002. (Vote of 5 to 0)

0351-02-6 Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (Item No. 12)

Speakers:	None.
Action:	Postpone to the meeting of July 15, 2002 at the request of Michael Ho. (Vote of 5 to 0)

0274-02-7 Appeal of automatic resignation of permanent civil service appointment of Leal Ugrin, Firefighter (Job Code H - 2), San Francisco Fire Department. (Item No. 13)

June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the San Francisco Fire Department.
Speakers:	None.
Action:	Approve the request by Leal Ugrin, appellant to withdraw his appeal. (Vote of 5 to 0)

0956-01-7 Determination of future employability: dismissal of permanent civil service appointment of Michael Tucker, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)

April 15, 2002:	Postpone to the meeting of May 20, 2002.
May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Municipal Transportation Agency.
Speakers:	Mike Casey, Municipal Transportation Agency Michael Tucker, Appellant
Action:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license. (Vote of 5 to 0)

0460-02-1 **Letter of Agreement between the City and County of San Francisco and the Municipal Executives Association (MEA) reducing the City "pick up" on the required employee contribution to the retirement system and the Civil Service Commission action taken May 6, 2002 to certify wages and benefits of Elected Officials. (Item No. 16)**

Speakers: None.

Action: Approve an additional 1% salary increase to the Commission's action of May 6, 2002 making a total salary increase of 3.5% for elected officials effective July 1, 2002. (Vote of 4 to 1; Commissioner Gorrono dissents).

0471-02-1 **Presentation of proposed Charter Amendments for immediate response. (Item No. 16)**

(1) Charter Amendment - Member, Board of Supervisors (Gonzalez) Charter Amendment to amend Section 2.100, and to add Section 15.109 to provide that the Supervisors' salary be set by the Ethics Commission (BOS File 010961).

Speakers: None.

Action: Direct the Executive Officer to respond to the Board of Supervisors that the Charter provided that the setting of Elected Officials salaries is within the jurisdiction of the Civil Service Commission and not with the Ethics Commission. (Vote of 5 to 0)

(2) Charter Amendment - Member, Board of Supervisors (Gonzalez) Charter Amendment to amend Section 2.100, and to provide that the Supervisors' salary will be set by the Civil Service Commission (BOS File 020884).

Speakers: None.

Action: Direct the Executive Officer to respond to the Board of Supervisors noting the issues expressed by the Civil Service Commissioners and that the Civil Service Commission supports setting Board of Supervisors salaries by the Civil Service Commission. (Vote of 4 to 1; Commissioner Richardson dissents.)

(3) Charter Amendment - Municipal Water and Power: Charter Amendment (Ammiano) Charter Amendment to add a new Chapter 8B to eliminate the Public Utilities Commission and to form a Municipal Water and Power Utilities Commission (BOS File 012056).

Speakers: None.

Action: Direct the Executive Officer to monitor the process and report back to the Civil Service Commission. (Vote of 4 to 0; Commissioner Pon missed vote.)

(4) Charter Amendment - Municipal Water and Power: Charter Amendment (Ammiano) Charter Amendment eliminating the Public Utilities Commission and forming a Municipal Water and Power Utilities Commission (BOS File 020887).

Speakers: None.

Action: Direct the Executive Officer to monitor the process and report back to the Civil Service Commission. (Vote of 4 to 0; Commissioner Pon missed vote.)

(5) Charter Amendment - Public Advocate: Department of Neighborhood Empowerment (Daly) Charter Amendment to amend Article VI and to add Section 16.121 to create the Public Advocate and to establish the Department of Neighborhood Empowerment and to create neighborhood councils (BOS File 011654).

Speakers: None.

Action: Direct the Executive Officer to monitor the process and the effect on the Civil Service Commission, its meetings and procedures. The Civil Service Commission expressed concerns regarding the affect on Civil Service Commission Executive Sessions. (Vote of 4 to 1; Commissioner Richardson dissents).

(6) Charter Amendment - Public Advocate (Daly): Charter Amendment to amend Section 6.100 and to add Section 6.108 to create the Public Advocate (BOS File 011957).

Speakers: None.

Action: Direct the Executive Officer to monitor the process and the effect on the Civil Service Commission, its meetings and procedures. The Civil Service Commission expressed concerns regarding the affect on Civil Service Commission Executive Sessions. (Vote of 4 to 1; Commissioner Richardson dissents).

(7) Charter Amendment - Auditor General (McGoldrick) Charter Amendment to amend Section 6.100 and to add Section 6.108 to create the Auditor General (BOS File 020882).

Speakers: None.

Action: Direct the Executive Officer to monitor the process and the effect on the Civil Service Commission, its meetings and procedures. The Civil Service Commission expressed concerns regarding the affect on Civil Service Commission Executive Sessions. (Vote of 4 to 1; Commissioner Richardson dissents).

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:29 p.m.

The meeting was adjourned in memory of San Francisco Police Officer Jon Cook killed in the line of duty on June 12, 2002 with a moment of silence. The Executive Officer is directed to send a communication to Officer Cook's partner and family with condolences from the Civil Service Commission. (Vote of 5 to 0)

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting

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Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

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7/02

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Monday, June 17, 2002

6:00 p. m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Hearing on the determination of jurisdiction of the Civil Service Commission on the appeal filed by Tammy Haygood on the decision of the Elections Commission to terminate her employment. (File No. 0365-02-7)

a) The Commission has been provided with a briefs filed by Vernon Grigg, III, Esq. on behalf of Ms. Tammy Haygood and Michael Mendelson, President, Elections Commission. The Civil Service Commission has also been provided with various documents from staff.

b) Order of Hearing as approved on May 20, 2002 by the Civil Service Commission

- a) Civil Service Commission opening remarks (5 minutes)
- b) Opening summary of case by each party (10 minutes each party)
- c) Discussion of evidence by each party (10 minutes – each party)
- d) Rebuttal statement by each party (10 minutes – each party)
- e) Questions by Civil Service Commissioners
- f) Closing statement by each party (10 minutes – each party)
- g) Public comment
- h) Commission action

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 06/7/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

HEARING PROCEDURES
ON THE APPEAL OF TAMMY HAYGOOD OF THE ACTION OF THE ELECTIONS COMMISSION TO TERMINATE HER EMPLOYMENT AS CLASS 1128, DIRECTOR OF ELECTIONS
(FILE NO. 0365-02-7)

A. General Instructions

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by written materials which shall be available for inspection and copying at the Civil Service Commission office, 25 Van Ness, Suite 720, San Francisco, CA 94102.

B. Written Submissions

Written materials, documentation and exhibits must be submitted in accordance with the timelines established by the Civil Service Commission, in order to be considered by the Civil Service Commission.

By *5:00 p.m.* fourteen (14) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) fourteen (14) days prior to the hearing. The written submissions shall include the summary of evidence, argument, and all exhibits. In addition, each party must state specifically the action sought.

The written materials shall conform to the following listed criteria:

- Documents must be typed;
- 8 ½ inch x 11 inch white paper;
- 3-hole punch all documents on the left margin;
- Number each page on the right lower hand corner of every page starting with "page 1 of ___ pages" through the Summary and consecutively through each page of each exhibit;
- Indicate the name of the person submitting the document and on whose behalf on the upper right hand corner of each page;
- Indicate Civil Service Commission file number (0365-02-7) on the upper left of each page;
- List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

All written materials submitted shall become part of the public record and shall be open for public inspection unless the Civil Service Commission authorizes a closed session in accordance with the Brown Act, the Sunshine Ordinance and all applicable laws.

Materials submitted by members of the public will be provided to the parties and the Commission in as timely a manner as possible.

C. Summary of Evidence and Argument

The written submission shall include a summary of evidence, argument, all exhibits and must specifically state the action sought.

D. Lists of Exhibits

List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

E. Timeline

By *5:00 p.m.* fourteen (14) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) fourteen (14) days prior to the hearing.

F. Hearing

In order for the hearing process to be administered in an effective manner, the Civil Service Commission will ask questions necessary to focus the issues or to clarify testimony. The order of hearing will proceed as follows:

a) Civil Service Commission opening remarks (5 minutes)
b) Opening summary of case by each party (10 minutes – each party)
c) Discussion of evidence by each party (10 minutes – each party)
d) Rebuttal statement by each party (10 minutes – each party)
e) Questions by Civil Service Commissioners
f) Closing statement by each party (10 minutes – each party)
g) Public comment
h) Commission action

The Civil Service Commission shall entertain written requests for postponements. Postponements may be granted only under extraordinary circumstances demonstrating good cause. A change in the hearing date will not alter the original date for the submission of written materials.

G. Notice of Action

Notice of action taken by the Civil Service Commission shall be distributed in accordance with Civil Service Commission procedures.

Suggested Timeline for Receipt of written materials and delivery to Civil Service Commissioners

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
14 Days	11:00 a.m.	Receipt of original and twelve (12) copies of written materials in the Civil Service Commission office and proof of delivery
No later than 7 Days	Noon	Deliver meeting files to Commissioners, Attorney, and Executive Officer
		Hearing

Calendar of Hearing on Determination of Civil Service Commission Jurisdiction

(Scheduled at May 20, 2002 Civil Service Commission meeting)

Monday, June 17, 2002 - 6:00 p.m.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

Date	Time	Deadline Description
June 3, 2002	***5:00 p.m.***	Receipt of original and twelve (12) copies of briefs in Civil Service Commission office and proof of delivery
No later than June 10, 2002	***Noon***	Deliver meeting files to Commissioners, Legal Counsel and Executive Officer
June 17, 2002	***6:00 p.m.***	***Hearing on Determination of Civil Service Commission Jurisdiction***

Calendar of Hearing in the Event the Civil Service Commission Determines the Appeal Filed is within its Jurisdiction

Date	Time	Deadline Description
	11:00 a.m.	Receipt of original and twelve (12) copies of briefs in Civil Service Commission office and proof of delivery
	Noon	Deliver meeting files to Commissioners, Legal Counsel and Executive Officer
		Hearing

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

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Monday, June 17, 2002
6:00 p. m.

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 6:10 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Veronika Cauley Lagaada, San Francisco Veterans Affairs Commission
Walter Johnson, San Francisco Labor Council
Rev. Amos Brown, Pastor, Third Baptist Church
Peter Fries, 24 year civil servant
Peter Cohn, Counsel for San Francisco NAACP
James Bryant, A. Philip Randolph
Larry Griffin
Edward Evans, Community Resources Action Project
Frederick Hobson, District 6 Democrats
Dr. Arelious Walker, Pastor, True Hope Church
Sululagi Palega, President, Housing Authority Commission & Samoan community
Julie Soo, Local Public Sector Attorney
Jim Mc Dougle
Chris Bowman, former member of the Citizens Advisory Committee on Elections
Jack Shallow
Lula Jackson
Deirdre Burrell
Andre Spearman, SEIU, Local 790
Anne Politeo

III. Hearing on the determination of jurisdiction of the Civil Service Commission on the appeal filed by Tammy Haygood on the decision of the Elections Commission to terminate her employment. (File No. 0365-02-7)

Speakers: Vernon Grigg, Attorney representing Tammy Haygood
Burk Delventhal, Deputy City Attorney representing the Elections Commission

Public Comment:
Andre Spearman, SEIU, Local 790
Frederick Hobson, District 6 Democrats
Helynna Brooke
Peter Cohn, Counsel for San Francisco NAACP
Shelley Bradford Bell, Black Leadership Forum
Mary Rogers

Action: The Civil Service Commission will proceed with this hearing and take jurisdiction of hearing this case on Tammy Haygood. (Vote 5 to 0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

10:48 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, June 24, 2002

6:00 p. m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Hearing to establish procedures and timelines for the Civil Service Commission hearing on the appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections. (File No. 0365-02-7)

    a) The Commission will be provided with proposed amendments to the Hearing Procedures approved by the Civil Service Commission on May 20, 2002.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 06/19/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

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All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Minutes of Special Meeting

Monday, June 24, 2002
6:00 p. m.

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting was called to order at 6:10 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (excused at 9:15 p.m.)
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Peter Cohn, Counsel for San Francisco NAACP
Gregg Richardson, Member, San Francisco Baptist Minister Council
Frederick Hobson, District 6 Democrats
Dr. Arelious Walker, Pastor, True Hope Church
James Bryant, A. Philip Randolph and San Francisco Labor Council
Shelley Bradford Bell, Black Leadership Forum
Andre Spearman, SEIU, Local 790
Mary Rogers

III. Hearing to establish procedures and timelines for the Civil Service Commission hearing on the appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections. (File No. 0365-02-7)

SPEAKERS:
Vernon Grigg, Attorney representing Tammy Haygood
Burk Delventhal, Deputy City Attorney representing the Elections Commission
Peter Cohn, Counsel for San Francisco NAACP

COMMENTS:

1) The Civil Service Commission wants to make clear that this proceeding and its actions in this matter apply only to the Director of Elections, as provided for in Charter Section 13.104.

2) Further, that this proceeding and the Commission's actions in this matter does not apply to any other position either exempt or covered by civil service.

Actions:
1) Scheduled a hearing Monday, July 15, 2002 at 5:00 p.m. in City Hall, Room 400 to hear the appeal of Tammy Haygood
2) Adopted the Draft Proposed Amendments to the Hearing Procedures approved by the Civil Service Commission on May 20, 2002 with changes. (Approved Procedures of June 24, 2002 attached)
3) Changed the submission of materials from fourteen (14) calendar days to seven (7) calendar days by 11:00 a.m. at the Civil Service Commission offices.
4) Changed the time of delivery of the meeting files to the Commissioners, etc. from 12:00 noon to 5:00 p.m.
5a) Directed the Executive Officer to request from the Elections Commission all materials and documents concerning the termination of Tammy Haygood, including performance appraisals that were considered by the Elections Commission. The items must be received by the Executive Officer at the Civil Service Commission office by 10:00 a.m. on Monday, July 1, 2002.
5b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
6a) Directed the Executive Officer to request from the Elections Commission, the Elections Commission Minutes of its closed and open session meeting of April 22, 2002.
6b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
7a) Directed the Executive Officer to request from the Elections Commission, the tapes of its closed session meeting of April 22, 2002.
7b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.

(Vote of 5-0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

Commissioner Linda Richardson spoke on the letter to the Commission from Vernon Grigg, attorney for Tammy Haygood requesting that Ms. Haygood be reinstated to her position and the June 21, 2002 job announcement for Director of Elections issued by the Department of Human Resources.

Action: Commission President Donald A. Casper directed the Executive Officer to calendar the two items for the Commission meeting of July 1, 2002. (Vote of 4-0; Commissioner Pon missed vote)

V. Adjournment.

9:17 p.m.

HEARING PROCEDURES
ON THE APPEAL OF TAMMY HAYGOOD OF THE ACTION OF THE ELECTIONS COMMISSION TO TERMINATE HER EMPLOYMENT AS DIRECTOR OF ELECTIONS
(FILE NO. 0365-02-7)

A. General Instructions

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by written materials which shall be available for inspection and copying at the Civil Service Commission office, 25 Van Ness, Suite 720, San Francisco, CA 94102.

B. Written Submissions

Written materials, documentation and exhibits must be submitted in accordance with the timelines established by the Civil Service Commission, in order to be considered by the Civil Service Commission.

By *11:00 a.m. seven* (*7*) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) *seven (7)* days prior to the hearing. The written submissions shall include the summary of evidence, argument, and all exhibits. In addition, each party must state specifically the action sought.

The written materials shall conform to the following listed criteria:

- Documents must be typed;
- 8 ½ inch x 11 inch white paper;
- 3-hole punch all documents on the left margin;
- Number each page on the right lower hand corner of every page starting with "page 1 of ___ pages" through the Summary and consecutively through each page of each exhibit;
- Indicate the name of the person submitting the document and on whose behalf on the upper right hand corner of each page;
- Indicate Civil Service Commission file number (0365-02-7) on the upper left of each page;
- List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

All written materials submitted shall become part of the public record and shall be open for public inspection unless the Civil Service Commission authorizes a closed session in accordance with the Brown Act, the Sunshine Ordinance and all applicable laws.

Materials submitted by members of the public will be provided to the parties and the Commission in as timely a manner as possible.

C. Summary of Evidence and Argument

The written submission shall include a summary of evidence, argument, all exhibits and must specifically state the action sought.

D. Lists of Exhibits

List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

E. Timeline

By *11:00 a.m. seven (7)* calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) *seven (7) days* prior to the hearing.

F. The Record

Charter Section 13.104 states in part: "On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered."

Charter Section 10.101 states in part: "In any hearing conducted by the Commission or by any hearing officer it appoints pursuant to this section, the Commission or the hearing officer shall have the power to subpoena and require the attendance of witnesses and the production of records."

a) Determination of the record.

b) Request for the record:
   1) Voluntary compliance
   2) Subpoena

G. Hearing

In order for the hearing process to be administered in an effective manner, the Civil Service Commission will ask questions necessary to focus the issues or to clarify testimony. The order of hearing will proceed as follows:

a) Civil Service Commission opening remarks (5 minutes)
b) Opening summary of case by each party (10 minutes – each party)
c) Discussion of evidence by each party (10 minutes – each party)
d) Rebuttal statement by each party (10 minutes – each party)
e) Questions by Civil Service Commissioners
f) Closing statement by each party (10 minutes – each party)
g) Public comment
h) Commission action

The Civil Service Commission shall entertain written requests for postponements. Postponements may be granted only under extraordinary circumstances demonstrating good cause. A change in the hearing date will not alter the original date for the submission of written materials.

H. Notice of Action

Notice of action taken by the Civil Service Commission shall be distributed in accordance with Civil Service Commission procedures.

***Suggested* Timeline**
for Receipt of written materials and delivery to Civil Service Commissioners

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
~~14~~ *7* Days	11:00 a.m.	Receipt of original and twelve (12) copies of written materials/briefs in the Civil Service Commission office and proof of delivery
No later than 7 Days	~~Noon~~ *5:00 p.m.*	Deliver meeting files to Commissioners, Commission Legal Counsel and Executive Officer
		Hearing of Appeal

Calendar of Hearing on the Appeal of Tammy Haygood of the Action of the Elections Commission to Terminate her Employment as Director of Elections

(Scheduled at June 24, 2002 Civil Service Commission meeting)

Monday, July 15, 2002 - 5:00 p.m.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
July 8, 2002	*11:00 a.m*	Receipt of original and twelve (12) copies of written materials/briefs in the Civil Service Commission office and proof of delivery
No later than July 8, 2002	*5:00 p.m.*	Deliver meeting files to Commissioners, Commission Legal Counsel and Executive Officer
July 15, 2002	*5:00 p.m.*	***Hearing on the Appeal of Tammy Haygood***

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, July 1, 2002

12:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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ecial 12:00 c. 2
gular 2:00 (see
amended agenda)

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 06/26/02

Notice of Commission Hearing Policies and Procedures

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, July 1, 2002
12:00 p.m.

DOCUMENTS DEPT.

JUL 5 2002

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ONALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
XECUTIVE OFFICER

I. The Special Meeting convened at 12:14 p.m.

Present: Commissioner Donald A. Casper (excused at 12:49 p.m.)
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (missed items I, II, and III; arrived at 1:08 p.m.)
Commissioner Rosabella Safont
Commissioner Linda Richardson

Commissioner Casper presided from 12:14 p.m. to 12:49 p.m.
Commissioner Gorrono presided from 12:49 p.m. to 1:49 p.m.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 12:16 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
John Cooper, City Attorney's Office
Andrea Gourdine, Human Resources Director

Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed Session ended at 1:47 p.m.

III. Reconvened in open session at 1:48 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0).

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

1:49 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
July 1, 2002

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JUN 27 2002
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PUBLIC LIBRARY

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONERS NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

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3. Corroborating witnesses, if necessary; and
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The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 1, 2002
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Special Meeting of June 17, 2002 - 11:30 a.m. - Closed Session

Recommendation: Approve.

Regular Meeting of June 17, 2002

Recommendation: Approve.

Special Meeting of June 17, 2002 - 6:00 p.m. - Open Session

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

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(5) Review of request for approval of proposed personal services contracts. (File No. 0525-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-02/03	Environment	$90,720	Will provide the installation and operation of a mixed debris sorting line at Specialty Crushing's SF yard at Pier 94. Will be able to sort and divert back into use materials that are currently being landfilled, such as brick and loads of inerts.	Regular	08/01/02
4001-02/03	Arts Commission	$90,000	Will provide stabilization and cleaning of the Dewey Monument in Union Square. Will oversee scaffolding, inspect surfaces and mortar, address the structural soundness of the monument, and perform conservation/restoration of the statue's bronze surface.	Regular	04/30/03
4002-02/03	Municipal Transportation Agency	$335,035	Will provide training in basic electronic and analog transit electronics; ESL (English as a second language) basic skills; and repair and maintenance of track-way signals and automatic switching systems.	Regular	12/31/02
4002-02/03	Public Works	$130,000	Will provide payroll administrative services to the Department of Public Works' Project Pull Program which provides career and educational programs to High School students interested in Architectural and Engineering disciplines.	Regular	12/31/02
4004-02/03	Elections	$61,925	Will provide the Elections Task Force for Redistricting with technical assistance to redraw San Francisco's Supervisorial Districts.	Regular	05/15/02
4081-02/03	Children, Youth & Families	Increase Amount $128,000 New Amount $258,000	Will provide workshops to community agencies. Workshops will cover topics related to fiscal procedures; grant management and reporting; and cost allocation. Will also provide technical assistance in reviewing fiscal systems.	Regular	06/30/03

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0452-02-5) - Action Item**

June 17, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.
Recommendation:	Adopt.

(7) **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0453-02-5) - Action Item**

June 17, 2002:	Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Municipal Transportation Agency Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.
Recommendation:	Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Request from Mark Moreno for reconsideration of a ban from working in a department. (File No. 0526-02-7) - Action Item**

Recommendation of the Human Resources Director:	Adopt staff report. Approve removal of employment restriction. Allow employment with the Department of Public Works.

(9) **Appeal by Theresa McGovern of a Classification Review. (File No. 0712-01-4) - Action Item**

Recommendation of the Human Resources Director:	Adopt staff report; Deny the appeal of Theresa McGovern regarding the classification review.

(10) **Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (File No. 0128-02-6) - Action Item**

Recommendation of the Human Resources Director:	Deny the appeal by Epifanio Mendoza. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7)**

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
April 15, 2002:	Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.
May 20, 2002:	Postpone to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative.
June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of Diahann Chappell.
Recommendation of the Department of Public Health & the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(12) **Determination of future employability: Automatic resignation of permanent civil service appointment of Brenda Hatten, Clerk Typist (Job Code 1424) Department of Human Services. (File No. 0111-02-7) - Action Item**

Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services.

(13) **Determination of future employability: release of entrance probationary appointment of Lester B. Zeas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0177-02-7) - Action Item**

June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of Lester Zeas.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(14) **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0534-01-7) - Action Item**

May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of TWU Local 250-A.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(15) **Determination of future employability: disciplinary release of entrance probationary appointment of Hung Lam, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0357-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(16) **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Duncan, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0356-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(17) **Determination of future employability: release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0385-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

COMMISSIONERS NEW BUSINESS

(18) **Rules, Policies and Procedures on Out-of-Class Assignments. (File No. 0527-02-1)**

Recommendation:	Open for discussion.

(19) **Civil Service Commission Policy and Procedures on Personal Services Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1)**

Recommendation:	Open for discussion.

(20) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02
nded
er @2:00

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
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ROSABELLA SAFONT
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KATE FAVETTI
EXECUTIVE OFFICER

AMENDED

AGENDA

Regular Meeting
of
July 1, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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JUN 26 2002
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2:00 p.m.

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City and County of San Francisco
Civil Service Commission

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2:00 p.m.

ITEM NO.

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Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

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Recommendation: Approve.

Regular Meeting of June 17, 2002

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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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4001-02/03	Arts Commission	$90,000	Will provide stabilization and cleaning of the Dewey Monument in Union Square. Will oversee scaffolding, inspect surfaces and mortar, address the structural soundness of the monument, and perform conservation/restoration of the statue's bronze surface.	Regular	04/30/03
4002-02/03	Municipal Transportation Agency	$335,035	Will provide training in basic electronic and analog transit electronics; ESL (English as a second language) basic skills; and repair and maintenance of track-way signals and automatic switching systems.	Regular	12/31/02
4002-02/03	Public Works	$130,000	Will provide payroll administrative services to the Department of Public Works' Project Pull Program which provides career and educational programs to High School students interested in Architectural and Engineering disciplines.	Regular	12/31/02
4004-02/03	Elections	$61,925	Will provide the Elections Task Force for Redistricting with technical assistance to redraw San Francisco's Supervisorial Districts.	Regular	05/15/02
4081-02/03	Children, Youth & Families	Increase Amount $128,000 New Amount $258,000	Will provide workshops to community agencies. Workshops will cover topics related to fiscal procedures; grant management and reporting; and cost allocation. Will also provide technical assistance in reviewing fiscal systems.	Regular	06/30/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 0452-02-5) - Action Item

June 17, 2002: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

Recommendation: Adopt.

(7) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 0453-02-5) - Action Item

June 17, 2002: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Municipal Transportation Agency Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

Recommendation: Adopt.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Request from Mark Moreno for reconsideration of a ban from working in a department. (File No. 0526-02-7) - Action Item

Recommendation of the Human Resources Director: Adopt staff report. Approve removal of employment restriction. Allow employment with the Department of Public Works.

(9) **Appeal by Theresa McGovern of a Classification Review. (File No. 0712-01-4) - Action Item**

Recommendation of the Human Resources Director:	Adopt staff report; Deny the appeal of Theresa McGovern regarding the classification review.

(10) **Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (File No. 0128-02-6) - Action Item**

Recommendation of the Human Resources Director:	Deny the appeal by Epifanio Mendoza. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(11) **Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (File No. 0039-02-7)**

March 4, 2002:	Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.
April 15, 2002:	Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.
May 20, 2002:	Postpone to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative.
June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of Diahann Chappell.
Recommendation of the Department of Public Health & the Human Resources Director:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(12) **Determination of future employability: Automatic resignation of permanent civil service appointment of Brenda Hatten, Clerk Typist (Job Code 1424) Department of Human Services. (File No. 0111-02-7) - Action Item**

Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services.

(13) **Determination of future employability: release of entrance probationary appointment of Lester B. Zeas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0177-02-7) - Action Item**

June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of Lester Zeas.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status in Job Code 9163; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(14) **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0534-01-7) - Action Item**

May 20, 2002:	Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.
June 3, 2002:	Postpone to the meeting of July 1, 2002 at the request of TWU Local 250-A.
Recommendation of the Municipal Transportation Agency:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(15) **Determination of future employability: disciplinary release of entrance probationary appointment of Hung Lam, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0357-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(16) **Determination of future employability: disciplinary release of entrance probationary appointment of Robert Duncan, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0356-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(17) **Determination of future employability: release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0385-02-7) - Action Item**

Recommendation of the Municipal Transportation Agency: Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

COMMISSIONERS NEW BUSINESS

(18) **Rules, Policies and Procedures on Out-of-Class Assignments. (File No. 0527-02-1)**

Recommendation: Open for discussion and possible action.

(19) **Civil Service Commission Policy and Procedures on Personal Services Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1)**

Recommendation: Open for discussion and possible action.

(20) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(21) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ONALD A. CASPER
PRESIDENT

GAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

INDA RICHARDSON
COMMISSIONER

OSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

MINUTES

Regular Meeting
July 1, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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PUBLIC LIBRARY

CALL TO ORDER

2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of June 17, 2002 - 11:30 a.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of June 17, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of June 17, 2002 - 6:00 p.m. - Open Session

Action: Approve. (Vote of 5 to 0)

0525-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-02/03	Environment	$90,720	Will provide the installation and operation of a mixed debris sorting line at Specialty Crushing's SF yard at Pier 94. Will be able to sort and divert back into use materials that are currently being landfilled, such as brick and loads of inerts.	Regular	08/01/02
4001-02/03	Arts Commission	$90,000	Will provide stabilization and cleaning of the Dewey Monument in Union Square. Will oversee scaffolding, inspect surfaces and mortar, address the structural soundness of the monument, and perform conservation/restoration of the statue's bronze surface.	Regular	04/30/03
4002-02/03	Municipal Transportation Agency	$335,035	Will provide training in basic electronic and analog transit electronics; ESL (English as a second language) basic skills; and repair and maintenance of track-way signals and automatic switching systems.	Regular	12/31/02
4002-02/03	Public Works	$130,000	Will provide payroll administrative services to the Department of Public Works' Project Pull Program which provides career and educational programs to High School students interested in Architectural and Engineering disciplines.	Regular	12/31/02
4004-02/03	Elections	$61,925	Will provide the Elections Task Force for Redistricting with technical assistance to redraw San Francisco's Supervisorial Districts.	Regular	05/15/02
4081-02/03	Children, Youth & Families	Increase Amount $128,000 New Amount $258,000	Will provide workshops to community agencies. Workshops will cover topics related to fiscal procedures; grant management and reporting; and cost allocation. Will also provide technical assistance in reviewing fiscal systems.	Regular	06/30/03

Speakers: Kevin Drew, Department of the Environment spoke on PSC #4000-02/03.

Action:

(1) PSC #4000-02/03 adopted. (Vote of 4 to 1; Commissioner Richardson dissents.)

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0452-02-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 6)**

June 17, 2002: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0453-02-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 7)**

June 17, 2002: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Municipal Transportation Agency Director to extend Rule 413, Section 413.2.2 for an additional six months, through December 31, 2002, upon agreement with the affected employee organizations.

Speakers: None.

Action: Adopt. (Vote of 5 to 0)

0526-02-7 **Request from Mark Moreno for reconsideration of a ban from working in a department. (Item No. 8)**

Speakers: None.

Action: Adopt staff report. Approve removal of employment restriction. Allow employment with the Department of Public Health. (Vote of 5 to 0)

0712-01-4 Appeal by Theresa McGovern of a Classification Review. (Item No. 9)

Speakers: None.

Action: Postpone to the meeting of August 5, 2002 at the request of Theresa McGovern. (Vote of 5 to 0)

0128-02-6 Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (Item No. 10)

Speakers: None.

Action: Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney. (Vote of 5 to 0)

0039-02-7 Determination of future employability: resignation with services unsatisfactory of permanent civil service appointment of Diahann Chappell, Medical Social Worker (Job Code 2920) Department of Public Health. (Item No. 11)

March 4, 2002: Postpone to the meeting of April 15, 2002 at the request of Diahann Chappell.

April 15, 2002: Postpone to the meeting of May 20, 2002 at the request of Diahann Chappell. The Commission stipulated this would be the last continuance granted.

May 20, 2002: Postpone to the meeting of June 3, 2002 to give Ms. Chappell an opportunity to speak with her union representative.

June 3, 2002: Postpone to the meeting of July 1, 2002 at the request of Diahann Chappell.

Speakers: None.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. (Vote of 5 to 0) Ms. Chappell submitted a letter for the Civil Service Commission's consideration. She also stated in her letter that she could not attend but did not ask for a continuance.

0111-02-7 **Determination of future employability: Automatic resignation of permanent civil service appointment of Brenda Hatten, Clerk Typist (Job Code 1424) Department of Human Services. (Item No. 12)**

Speakers: None.

Action: Postpone to the meeting of August 5, 2002 at the request of Civil Service Commission staff. (Vote of 5 to 0)

0177-02-7 **Determination of future employability: release of entrance probationary appointment of Lester B. Zeas, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

June 3, 2002: Postpone to the meeting of July 1, 2002 at the request of Lester Zeas.

Speakers: Mike Casey, Municipal Transportation Agency
Claire Caldwell, TWU Local 250-A

Action: Cancel any current examination and eligibility status in Job Code 9163. (Vote of 5 to 0) Mr. Zeas failed to appear.

0534-01-7 **Determination of future employability: dismissal of permanent civil service appointment of Kenneth Gary, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item 14)**

May 20, 2002: Postpone to the meeting of June 3, 2002 at the request of the Executive Officer.

June 3, 2002: Postpone to the meeting of July 1, 2002 at the request of TWU Local 250-A.

Speakers: Claire Caldwell, TWU Local 250-A.

Action: Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three (3) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 5 to 0)

0357-02-7	**Determination of future employability: disciplinary release of entrance probationary appointment of Hung Lam, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 15)**	
	Speakers:	Claire Caldwell, TWU Local 250-A Faith Van Putten, Municipal Transportation Agency
	Action:	Approve amended recommendation of Municipal Transportation Agency to remove all restrictions on future employment. (Vote of 5 to 0) Mr. Lam failed to appear.
0356-02-7	**Determination of future employability: disciplinary release of entrance probationary appointment of Robert Duncan, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**	
	Speakers:	Claire Caldwell, TWU Local 250-A.
	Action:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license. (Vote of 5 to 0)
0385-02-7	**Determination of future employability: release of entrance probationary appointment of Darryl Edwards, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 17)**	
	Speakers:	Claire Caldwell, TWU Local 250-A.
	Action:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license. (Vote of 5 to 0)
0527-02-1	**Rules, Policies and Procedures on Out-of-Class Assignments. (Item No. 18)**	
	Speakers:	Commissioner Donald Casper David Novogrodsky, IFPTE Local 21 Representative
	Action:	Directed Executive Officer to provide the Commission with suggestions on how to make clear in the Rules that "contemporaneous" out-of-class assignments be recorded to receive credit and a provision be provided to employees to request the out-of-class assignment be recorded. (Vote of 5 to 0)

0528-02-1 **Civil Service Commission Policy and Procedures on Personal Services Contracts applicable to the San Francisco Unified School District. (Item No. 19)**

Speakers: Commissioner Donald Casper
Duane Reno, Attorney
Molly Stump, Deputy City Attorney

Action: Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.

JUN 28 2002

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PUBLIC LIBRARY

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Monday, July 1, 2002

4:00 p. m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Job Announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. DISCUSSION ITEM. (File No. 0536-02-1)

> The Civil Service Commission has been provided with the job announcement issued on June 21, 2002 for the Director of Elections, the eligible list for Director of Elections which expired on June 25, 2002 and the previous job announcement for the Director of Elections.

IV. Request by Tammy Haygood for reinstatement to her position as Director of Elections. DISCUSSION ITEM. (File No. 0537-02-7)

> The Civil Service Commission has been provided with a letter from Vernon Grigg III, Esq. requesting that Tammy Haygood be reinstated.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 06/26/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NALD A. CASPER
PRESIDENT

GAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

NDA RICHARDSON
COMMISSIONER

SABELLA SAFONT
COMMISSIONER

KATE FAVETTI
ECUTIVE OFFICER

Minutes of Special Meeting

Monday, July 1, 2002
4:00 p. m.

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I. The Special Meeting convened at 4:02 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1) Peter Cohn, Counsel, SFNAACP, asked that public comment be allowed at each item.
2) Vernon Grigg III, Esq., said he had no objection to Mr. Cohn's request.
3) Steven Mayer, commented he had no objection if counsel is allowed to respond to the comments.
4) Mr. Mayer's request to continue the scheduled July 15, 2002 Hearing on the Appeal of Tammy Haygood will be discussed in Item # V.

III. Job Announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. DISCUSSION ITEM. (File No. 0536-02-1)

The Civil Service Commission has been provided with the job announcement issued on June 21, 2002 for the Director of Elections, the eligible list for Director of Elections which expired on June 25, 2002 and the previous job announcement for the Director of Elections.

Speakers: Andrea Gourdine, Human Resources Director
Peter Cohn, Counsel, SFNAACP

Action: Executive Officer to include this item for action on the July 15, 2002 agenda of the Hearing of the Appeal of Tammy Haygood. (Vote of 5 to 0)

IV. Request by Tammy Haygood for reinstatement to her position as Director of Elections. DISCUSSION ITEM. (File No. 0537-02-7)

The Civil Service Commission has been provided with a letter from Vernon Grigg III, Esq. requesting that Tammy Haygood be reinstated.

Speakers: Vernon Grigg III, Esq.
Steven L. Mayer, Esq.

Action: Place on agenda for action of the scheduled meeting of July 15, 2002 Hearing of the Appeal of Tammy Haygood.
(Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

1) Steven Mayer withdrew his request to continue the scheduled July 15, 2002 Hearing of the Appeal of Tammy Haygood.
2) Chris Bowman
3) Commissioner Rosabella Safont commented on the Matier and Ross article in Monday, July 1, 2002 edition of the San Francisco Chronicle
4) Commissioner Adrienne Pon also commented on the Matier and Ross article in Monday, July 1, 2002 edition of the San Francisco Chronicle
5) Commissioner Linda Richardson

VI. Adjournment.

6:06 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

Monday, July 15, 2002

12:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 0710/02

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Notice of Commission Hearing Policies and Procedures

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

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Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

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Information on Disability Access

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Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed Session

Monday, July 15, 2002
12:00 p.m.

5/02

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. The Special Meeting convened at 12:36 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 12:38 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
John Cooper, City Attorney's Office
Lizzette Henríquez, Civil Service Commission
Gene Rucker, Labor Negotiator, CSC
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

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Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 1:59 p.m.

III. Reconvened in open session at 2:00 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

2:01 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
July 15, 2002**

**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
July 15, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 1, 2002 - 12:00 Noon - Closed Session

Recommendation: Approve.

Regular Meeting of July 1, 2002

Recommendation: Approve.

Special Meeting of July 1, 2002 - 4:00 p.m. - Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0569-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4005-02/03	Public Works	$3,550,000	Will provide architecture, engineering and related design disciplines to supplement staff for any projects in the first two phases of the Branch Library Improvement Bond Program, Proposition A November 2000.	Regular	09/30/07
4006-02/03	Port	$75,000	Will advise the Port regarding strategy on overall rail system improvements and needs in both the short and long term; and provide technical input and design review for freight rail issues.	Regular	12/31/04
4007-02/03	Environment	$1,500,000	Will provide technical assistance for outreach efforts supporting Department program offerings.	Regular	06/30/04
4008-02/03	Public Utilities Commission (Water)	$5,946,015	Will provide engineering support services during the construction of the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	05/25/03
4009-02/03	Municipal Transportation Agency	$350,000	Will provide mobile facility to collect pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Regular	06/30/05
4010-02/03	Municipal Transportation Agency	$200,000	Will provide financial advisory services which include review of Muni's capital improvement program, development of capital financing alternatives, and customary financial advisory services in connection with up to two financing transactions.	Regular	06/30/04
4011-02/03	Municipal Transportation Agency	$3,615,000	Will provide lease advisory services which include development of Request for Proposal (RFP), assistance in preparing RFP selection criteria, handling questions from potential bidders, and research of issues that arise.	Regular	06/30/03
4012-02/03	Airport	$8,800,000	Will provide Letter of Credit Bank Facility service which backs the Airport's Commercial Paper program to provide a higher credit rating and greater security to investors.	Regular	07/14/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4013-02/03	Airport	$645,000	Will provide investment bank services to remarket the Airport's Commercial Paper notes through the use of Commercial Paper Dealers, and comply with Security and Exchange legal mandates.	Regular	07/14/09
4014-02/03	Airport	$300,000	Will provide construction management services for the Explosive Detection Baggage Inspection System for the new International Terminal.	Regular	12/31/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (File No. 0544-02-3)**

Recommendation: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors.

(7) **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (File No. 0351-02-6) - Action Item**

June 17, 2002: Postpone to the meeting of July 15, 2002 at the request of Michael Ho.

Recommendation of the Executive Officer: Postpone to the meeting of September 16, 2002 at the request of Michael Ho. Stipulate this will be the last continuance granted.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item**

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.
May 20, 2002:	The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.
June 17, 2002:	Postpone to the meeting of July 15, 2002.
Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

(9) **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (File No. 0342-01-4) - Action Item**

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
Recommendation of the Airport Commission & the Human Resources Director:	Adopt report. Deny the appeal of Marlene Pool. Sustain the decision of the Airport Commission and the Human Resources Director.

(10) **Appeal by Monique Mitchell of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (File No. 0298-02-4) - Action Item**

Recommendation of the Sheriff and the Human Resources Director:	Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director.

(11) **Appeal by Zoila Torres of the rejection of application for Personnel Analyst (Job Code 1241). (File No. 0746-01-4) - Action Item**

Recommendation of the Sheriff and the Human Resources Director:	Adopt staff report. Sustain the recommendation of the Human Resources Director.

(12) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(13) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
July 15, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

2:18 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of July 1, 2002 - 12:00 Noon - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of July 1, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of July 1, 2002 - 4:00 p.m. - Open Session

Action: Approve. (Vote of 5 to 0)

0569-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4005-02/03	Public Works	$3,550,000	Will provide architecture, engineering and related design disciplines to supplement staff for any projects in the first two phases of the Branch Library Improvement Bond Program, Proposition A November 2000.	Regular	09/30/07
4006-02/03	Port	$75,000	Will advise the Port regarding strategy on overall rail system improvements and needs in both the short and long term; and provide technical input and design review for freight rail issues.	Regular	12/31/04
4007-02/03	Environment	$1,500,000	Will provide technical assistance for outreach efforts supporting Department program offerings.	Regular	06/30/04
4008-02/03	Public Utilities Commission (Water)	$5,946,015	Will provide engineering support services during the construction of the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	05/25/03
4009-02/03	Municipal Transportation Agency	$350,000	Will provide mobile facility to collect pre-employment, post-accident, return-to-duty, and after hours breath and urine samples for Muni employees and contractors in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	Regular	06/30/05
4010-02/03	Municipal Transportation Agency	$200,000	Will provide financial advisory services which include review of Muni's capital improvement program, development of capital financing alternatives, and customary financial advisory services in connection with up to two financing transactions.	Regular	06/30/04
4011-02/03	Municipal Transportation Agency	$3,615,000	Will provide lease advisory services which include development of Request for Proposal (RFP), assistance in preparing RFP selection criteria, handling questions from potential bidders, and research of issues that arise.	Regular	06/30/03
4012-02/03 *Over to 8/5/02*	Airport	$8,800,000	Will provide Letter of Credit Bank Facility service which backs the Airport's Commercial Paper program to provide a higher credit rating and greater security to investors.	Regular	07/14/06
4013-02/03 *Over to 8/5/02*	Airport	$645,000	Will provide investment bank services to remarket the Airport's Commercial Paper notes through the use of Commercial Paper Dealers, and comply with Security and Exchange legal mandates.	Regular	07/14/09
4014-02/03	Airport	$300,000	Will provide construction management services for the Explosive Detection Baggage Inspection System for the new International Terminal.	Regular	12/31/03

Speakers: None.

Action:

1. Postpone PSC #4012-02/03 and PSC #4013-02/03 to the meeting of August 5, 2002 at the request of the Airport Commission;
2. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0544-02-3 **Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (Item No. 6)**

Speakers: Janet Bosnich, Department of Human Resources
Donna Marchuk, Department of Human Resources
Lorrie Kalos, San Francisco Fire Department

Action: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590.7; Provide report to the Board of Supervisors. (Vote of 5 to 0)

0351-02-6 **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (Item No. 7)**

June 17, 2002: Postpone to the meeting of July 15, 2002 at the request of Michael Ho.

Speakers: None.

Action: Postpone to the meeting of September 16, 2002 at the request of Michael Ho. The Commission stipulated this would be the last continuance granted. (Vote of 5 to 0)

0329-02-3 **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 8)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

May 6, 2002: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).

The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002.

May 20, 2002: The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.

0329-02-3 (continued)

June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.
June 17, 2002:	Postpone to the meeting of July 15, 2002.
Speakers:	Janet Bosnich, Department of Human Resources
Action:	Postpone to the meeting of September 16, 2002. (Vote of 5 to 0)

0342-01-4 **Appeal by Marlene Pool of the rejection of her application for Telephone Operator (Job Code 1706). (Item No. 9)**

September 17, 2001:	Postpone to the meeting of October 1, 2001 at the request of Terence O. Mayo, Attorney
October 1, 2001:	Postpone to the meeting of October 15, 2001 at the request of Terence Mayo, Attorney. The Commission stipulated that this would be the last continuance granted.
October 15, 2001:	Off calendar.
Speakers:	None.
Action:	Off Calendar. (Vote of 5 to 0)

0298-02-4 **Appeal by Monique Mitchell of the rejection of application for Deputy Sheriff I (Job Code 8302), Office of the Sheriff. (Item No. 10)**

Speakers:	Sgt. Jim Ross, Office of the Sheriff Monique Mitchell, Appellant
Action:	Adopt staff report. Sustain the recommendation of the Office of the Sheriff and the Human Resources Director. (Vote of 5 to 0)

0746-01-4 **Appeal by Zoila Torres of the rejection of application for Personnel Analyst (Job Code 1241). (Item No. 11)**

Speakers: Rob Keller, Department of Human Resources
Timothy West, SEIU Local 790
Zoila Torres, Appellant

Action: Adopt staff report. Sustain the recommendation of the Human Resources Director. (Vote of 3 to 2; Commissioners Casper and Richardson dissent).

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:01 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting

Monday, July 15, 2002

5:00 p. m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
PLEASE NOTE ROOM LOCATION!!!

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Request by the Elections Commission that Commissioner Linda Richardson recuse herself from voting in the matter of the appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Director of Elections. DISCUSSION/POSSIBLE ACTION ITEM. (File No. 0553-02-7)

The Civil Service Commission has been provided with a copy of the letter of request filed by the Elections Commission, Civil Service Commission Rule 105 – Meetings and Hearings of the Commission, Charter Section C-8.105 Conflict of Interest and other Prohibited Practices, Administrative Code – Appendix 51 Taxpayer Protection Amendment of 2000 and Clark v. City of Hermosa Beach (1996) 48 Cal.App.4th 1152.

IV. Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Director of Elections. ACTION ITEM. (File No. 0365-02-7)

The Civil Service Commission has been provided with a copy of Charter Section 10.101 (copy attached), Charter Section 13.104 (copy attached), a copy of the record and materials received in the Civil Service Commission office as of Monday, July 8, 2002, 1:00 p.m. and a copy of the Hearing Procedures approved by the Civil Service Commission on June 24, 2002.

May 20, 2002:
1) Changed the title of the appeal to: "Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections."
2) Identified the parties to the appeal as Tammy Haygood and the Elections Commission.

May 20, 2002 (continued):

3) Adopted the Proposed Draft of Hearing Procedures with minor changes to ensure that the process is fair, clear and accessible to the public in keeping with Civil Service Commission established procedures.
4) Scheduled a hearing on June 17, 2002 at 6:00 p.m. in City Hall, Room 400 to determine Civil Service Commission jurisdiction.
5) Extended submission of written materials by 5:00 p.m. of June 3, 2002 at the Civil Service Commission offices. (Vote of 5 to 0)

June 17, 2002:

The Civil Service Commission will proceed with this hearing and take jurisdiction of hearing this case on Tammy Haygood. (Vote of 5 to 0)

June 24, 2002:

1) Scheduled a hearing Monday, July 15, 2002 at 5:00 p.m. in City Hall, Room 400 to hear the appeal of Tammy Haygood
2) Adopted the Draft Proposed Amendments to the Hearing Procedures approved by the Civil Service Commission on May 20, 2002 with changes.
3) Changed the submission of materials from fourteen (14) calendar days to seven (7) calendar days by 11:00 a.m. at the Civil Service Commission offices.
4) Changed the time of delivery of the meeting files to the Commissioners, etc. from 12:00 noon to 5:00 p.m.
5a) Directed the Executive Officer to request from the Elections Commission all materials and documents concerning the termination of Tammy Haygood, including performance appraisals that were considered by the Elections Commission. The items must be received by the Executive Officer at the Civil Service Commission office by 10:00 a.m. on Monday, July 1, 2002.
5b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
6a) Directed the Executive Officer to request from the Elections Commission, the Elections Commission Minutes of its closed and open session meeting of April 22, 2002.
6b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
7a) Directed the Executive Officer to request from the Elections Commission, the tapes of its closed session meeting of April 22, 2002.
7b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission. (Vote of 5 to 0)

V. Request by Tammy Haygood for reinstatement to her position as Director of Elections pending the outcome of the appeal. ACTION ITEM. (File No. 0537-02-7)

The Civil Service Commission has been provided with a letter from Vernon Grigg III, Esq. requesting that Tammy Haygood be reinstated.

July 1, 2002 The Civil Service Commission directed the Executive Officer to include this item for action on the July 15, 2002 agenda of the Hearing of the Appeal of Tammy Haygood. (Vote of 5 to 0)

VI. Job Announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. ACTION ITEM. (File No. 0536-02-1).

The Civil Service Commission has been provided with the job announcement issued on June 21, 2002 for the Director of Elections, the eligible list for Director of Elections which expired on June 25, 2002 and the previous job announcement for the Director of Elections.

July 1, 2002: The Civil Service Commission acted to direct the Executive Officer to place on agenda for action of the scheduled meeting of July 15, 2002 Hearing of the Appeal of Tammy Haygood. (Vote of 5 to 0)

VII. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VIII. Adjournment.

Please Note: Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Posted 07/08/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards,
councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

HEARING PROCEDURES
ON THE APPEAL OF TAMMY HAYGOOD OF THE ACTION OF THE ELECTIONS COMMISSION TO TERMINATE HER EMPLOYMENT AS DIRECTOR OF ELECTIONS
(FILE NO. 0365-02-7)

A. General Instructions

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by written materials which shall be available for inspection and copying at the Civil Service Commission office, 25 Van Ness, Suite 720, San Francisco, CA 94102.

B. Written Submissions

Written materials, documentation and exhibits must be submitted in accordance with the timelines established by the Civil Service Commission, in order to be considered by the Civil Service Commission.

By *11:00 a.m. seven* (7) calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) *seven (7)* days prior to the hearing. The written submissions shall include the summary of evidence, argument, and all exhibits. In addition, each party must state specifically the action sought.

The written materials shall conform to the following listed criteria:

- Documents must be typed;
- 8 ½ inch x 11 inch white paper;
- 3-hole punch all documents on the left margin;
- Number each page on the right lower hand corner of every page starting with "page 1 of ___ pages" through the Summary and consecutively through each page of each exhibit;
- Indicate the name of the person submitting the document and on whose behalf on the upper right hand corner of each page;
- Indicate Civil Service Commission file number (0365-02-7) on the upper left of each page;
- List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

All written materials submitted shall become part of the public record and shall be open for public inspection unless the Civil Service Commission authorizes a closed session in accordance with the Brown Act, the Sunshine Ordinance and all applicable laws.

Materials submitted by members of the public will be provided to the parties and the Commission in as timely a manner as possible.

C. Summary of Evidence and Argument

The written submission shall include a summary of evidence, argument, all exhibits and must specifically state the action sought.

D. Lists of Exhibits

List exhibits by title, date, and source. Place the list in front of the exhibits. All exhibits must be included with the written submission.

E. Timeline

By *11:00 a.m. seven (7)* calendar days prior to the hearing, the parties shall submit to the Civil Service Department: (1) an original written submission, (2) twelve (12) complete copies and (3) proof of delivery of a copy to the other party(ies) *seven (7) days* prior to the hearing.

F. The Record

Charter Section 13.104 states in part: “On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered.”

Charter Section 10.101 states in part: "In any hearing conducted by the Commission or by any hearing officer it appoints pursuant to this section, the Commission or the hearing officer shall have the power to subpoena and require the attendance of witnesses and the production of records."

a) Determination of the record.

b) Request for the record:
  1) Voluntary compliance
  2) Subpoena

G. Hearing

In order for the hearing process to be administered in an effective manner, the Civil Service Commission will ask questions necessary to focus the issues or to clarify testimony. The order of hearing will proceed as follows:

a) Civil Service Commission opening remarks (5 minutes)
b) Opening summary of case by each party (10 minutes – each party)
c) Discussion of evidence by each party (10 minutes – each party)
d) Rebuttal statement by each party (10 minutes – each party)
e) Questions by Civil Service Commissioners
f) Closing statement by each party (10 minutes – each party)
g) Public comment
h) Commission action

The Civil Service Commission shall entertain written requests for postponements. Postponements may be granted only under extraordinary circumstances demonstrating good cause. A change in the hearing date will not alter the original date for the submission of written materials.

H. Notice of Action

Notice of action taken by the Civil Service Commission shall be distributed in accordance with Civil Service Commission procedures.

***Suggested* Timeline**
for Receipt of written materials and delivery to Civil Service Commissioners

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
~~14~~ 7 Days	11:00 a.m.	Receipt of original and twelve (12) copies of written materials/briefs in the Civil Service Commission office and proof of delivery
No later than 7 Days	~~Noon~~ *5:00 p.m.*	Deliver meeting files to Commissioners, Commission Legal Counsel and Executive Officer
		Hearing of Appeal

Calendar of Hearing on the Appeal of Tammy Haygood of the Action of the Elections Commission to Terminate her Employment as Director of Elections
(Scheduled at June 24, 2002 Civil Service Commission meeting)

Monday, July 15, 2002 - 5:00 p.m.
Room 400, City Hall
1 Dr. Carlton B. Goodlett Place

Calendar Days Preceding the Commission Hearing	Time	Deadline Description
July 8, 2002	*11:00 a.m*	Receipt of original and twelve (12) copies of written materials/briefs in the Civil Service Commission office and proof of delivery
No later than July 8, 2002	*5:00 p.m.*	Deliver meeting files to Commissioners, Commission Legal Counsel and Executive Officer
July 15, 2002	*5:00 p.m.*	*Hearing on the Appeal of Tammy Haygood*

San Francisco Charter
ARTICLE XIII ELECTIONS
SEC. 13.104. DEPARTMENT OF ELECTIONS.

SEC. 13.104. DEPARTMENT OF ELECTIONS.

A Department of Elections shall be established to conduct all public federal, state, district and municipal elections in the City and County. The department shall be administered by the Director of Elections, who shall be vested with the day-to-day conduct and management of the Department and of voter registration and matters pertaining to elections in the City and County. The Director shall report to the Elections Commission.

For purposes of this section, the conduct of elections shall include, but not be limited to: voter registration; the nomination and filing process for candidates to City and County offices; the preparation and distribution of voter information materials; ballots, precinct operations and vote count; the prevention of fraud in such elections; and the recount of ballots in cases of challenge or fraud.

The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing. If the Elections Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the Commission excluded and may in its discretion exclude evidence that the Elections Commission considered. The term of the Director shall expire five years after his or her appointment. No less than thirty days before the expiration of the Director's term, the Elections Commission shall appoint a Director for the next term, who may but need not be the incumbent Director. Subject to the civil service provisions of this Charter, the Director shall have the power to appoint and remove other employees of the Department of Elections.

In addition to any other conflict of interest provisions applicable to City employees, the Director of Elections and all other employees of the Department of Elections shall be subject to the conflict-of-interest provisions in Section 13.103.5. The Elections Commission, may upon the recommendation of the Director of Elections and a finding that the Department will not have adequate staffing to conduct an election, request from the Board of Supervisors a waiver of the conflict-of-interest provisions in Section 13.103.5 for employees working no more than thirty days in a single calendar year. The Board of Supervisors shall approve or deny such requests from the Elections Commission by motion. (Amended November 2001)

SEC. 10.101. GENERAL POWERS AND DUTIES.

The Civil Service Commission shall adopt rules, policies and procedures to carry out the civil service merit system provisions of this charter and, except as otherwise provided in this Charter, such rules shall govern applications; examinations; eligibility; duration of eligible lists; certification of eligibles; leaves of absence for employees and officers; appointments; promotions; transfers; resignations; lay-offs or reduction in force, both permanent and temporary, due to lack of work or funds, retrenchment or completion of work; the designation and filling of positions, as exempt, temporary, provisional, part-time, seasonal or permanent; status and status rights; probationary status and the administration of probationary periods, except duration; pre-employment and fitness for duty medical examinations, except for the conditions under which referrals for fitness for duty examinations will be made, and the imposition of new requirements; classification; conflict of interest; and such other matters as are not in conflict with this Charter; provided, however, that the minimum rule for the certification of eligibles shall be the Rule of Three Scores, and provided further that rules for leave due to illness or disability shall be approved by the Board of Supervisors. Changes to the rules may be proposed by members of the Commission, the Executive Assistant or the Human Resources Director and approved or rejected by the Commission. The Commission may, upon ten days' notice, make changes in the rules, which changes shall thereupon be printed and be in force; provided that no such changes in rules shall affect a case pending before the Commission.

The Commission shall have power to institute and prosecute legal proceedings for violations of any civil service merit system or Department of Human Resources provisions of this Charter.

The Commission shall establish an inspection service for the purpose of investigating the conduct or an action of appointees in all positions and of securing records of service for promotion and other purposes. All departments shall cooperate with the Commission in making its investigations and any person hindering the Commission or its agents shall be subject to suspension.

The Commission shall by rule establish procedures to review and resolve allegations of discrimination as defined in Article XVII of this Charter or otherwise prohibited nepotism or favoritism appealed to it pursuant to this section. The determination reached under Commission procedures shall be final and shall forthwith be enforced by every employee and officer.

The Commission shall have the power to inquire into the operation of the civil service merit system to ensure compliance with merit principles and rules established by the Commission. After such inquiry, the Commission may direct the Human Resources Director to take such action as the Commission believes necessary to carry out the civil service provisions of this Charter. In any hearing conducted by the Commission or by any hearing officer it appoints pursuant to this section, the Commission or the hearing officer shall have the power to subpoena and require the attendance of witnesses and the production of records.

The Commission may require periodic reports from the Human Resources Director in a manner and form which it shall prescribe.

The Commission may hear appeals from an action of the Human Resources Director in accordance with its rules, including but not limited to:

1. Allegations of discrimination as defined in Article XVII of this Charter. Notwithstanding any other provisions of this Charter except the fiscal provisions hereof, the decision of the Commission regarding allegations of discrimination shall forthwith be enforced by every officer and employee;
2. Allegations of fraud; and
3. Allegations of conflict of interest.

No action by the Human Resources Director which is the subject of any appeal shall be stayed during the appeal process except by a majority vote of the Civil Service Commission.

The Commission shall have the power and it shall be its duty to appoint an executive assistant to be the administrative head of the affairs under its control who shall serve at its pleasure; provided, however, that any person who has Civil Service status in the position of executive assistant to the Commission on the effective date of this section as amended shall continue to have Civil Service status in the position of executive assistant under the Civil Service provisions of this Charter. The executive assistant shall periodically report to the Commission on operation of the civil service merit system and may make recommendations to the Civil Service Commission regarding its rules, policies and procedures.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting

Monday, July 15, 2002
5:00 p. m.

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DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 5:12 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

1. Espanola Jackson
2. Charlie Walker
3. Frederick Hobson
4. Peter Fries
5. Walter Johnson, SF Labor Council
6. Francisco Da Casto
7. Rev. Amos Brown
8. Christopher Bowman
9. James Bell, on behalf of Toye Moses, African American Democratic Club
10. Maria Martinez
11. Rev. Arnold Townsend
12 Andre Spearman
13. Theresa Sparks, Alice B. Toklas Democratic Club
14. Helynna Brooke
15. Ossie Norris, Member Third Baptist Church
16. David Rogers
17. Minerva Dunn
18. John Haygood, Tammy Haygood's older brother
19. Eddie Dobbins
20. Cedric Jackson, Pres. Black Leadership Forum
21. Deirdre Burrell
22. Maggie Scott
23. Kenton Hoover
24. Carmen Johnson
25. Tom Schulz, Member of the Election Commission speaking as an individual
26. Abraham Williams, Youth Counselor
27. Peter Cohn, Counsel SFNAACP
28. Nathaniel Mason, SFNAACP President yielded his time to Peter Cohn

III. Request by the Elections Commission that Commissioner Linda Richardson recuse herself from voting in the matter of the appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Director of Elections. DISCUSSION/POSSIBLE ACTION ITEM. (File No. 0553-02-7)

Speakers: Stephen Mayer, Attorney for Elections Commission
Vernon Grigg III, Attorney for Tammy Haygood
Commissioner Linda Richardson

Action: Deny the request of the Elections Commission and the matter is closed. (Vote of 5 to 0)

IV. Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Director of Elections. ACTION ITEM. (File No. 0365-02-7)

May 20, 2002:
1) Changed the title of the appeal to: "Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections."
2) Identified the parties to the appeal as Tammy Haygood and the Elections Commission.
3) Adopted the Proposed Draft of Hearing Procedures with minor changes to ensure that the process is fair, clear and accessible to the public in keeping with Civil Service Commission established procedures.
4) Scheduled a hearing on June 17, 2002 at 6:00 p.m. in City Hall, Room 400 to determine Civil Service Commission jurisdiction.
5) Extended submission of written materials by 5:00 p.m. of June 3, 2002 at the Civil Service Commission offices. (Vote of 5 to 0)

June 17, 2002: The Civil Service Commission will proceed with this hearing and take jurisdiction of hearing this case on Tammy Haygood. (Vote of 5 to 0)

June 24, 2002:
1) Scheduled a hearing Monday, July 15, 2002 at 5:00 p.m. in City Hall, Room 400 to hear the appeal of Tammy Haygood
2) Adopted the Draft Proposed Amendments to the Hearing Procedures approved by the Civil Service Commission on May 20, 2002 with changes.
3) Changed the submission of materials from fourteen (14) calendar days to seven (7) calendar days by 11:00 a.m. at the Civil Service Commission offices.
4) Changed the time of delivery of the meeting files to the Commissioners, etc. from 12:00 noon to 5:00 p.m.
5a) Directed the Executive Officer to request from the Elections Commission all materials and documents concerning the termination of Tammy Haygood, including performance

appraisals that were considered by the Elections Commission. The items must be received by the Executive Officer at the Civil Service Commission office by 10:00 a.m. on Monday, July 1, 2002.

5b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
6a) Directed the Executive Officer to request from the Elections Commission, the Elections Commission Minutes of its closed and open session meeting of April 22, 2002.
6b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
7a) Directed the Executive Officer to request from the Elections Commission, the tapes of its closed session meeting of April 22, 2002.
7b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission. (Vote of 5 to 0)

Speakers: Vernon Grigg III, Attorney for Ms. Tammy Haygood
Stephen Mayer, Attorney for the Elections Commission

Action: Ms. Tammy Haygood has appealed her termination as Director of Elections by the Elections Commission to the Civil Service Commission pursuant to Section 13.104 of the San Francisco City Charter. Having reviewed the record available to it, and considered the written and oral presentations of the parties, Ms. Haygood and the San Francisco Elections Commission, the Civil Service Commission hereby makes the following order:

1) Ms. Haygood was not a probationary employee;
2) The Elections Commission failed to provide Ms. Haygood with written charges prior to holding a hearing on her termination.
3) The Elections Commission failed to provide a hearing on Ms. Haygood's termination at which written charges for her termination were considered.
4) The Elections Commission did not have cause for removing Ms. Haygood from her position as Director of Elections.
5) The appeal by Ms. Haygood of her termination by the San Francisco Elections Commission is granted.
6) By virtue of granting the appeal, Ms. Haygood is restored to her position of Director of Elections effective immediately;
7) Ms. Haygood is to receive backpay from the date of her termination through July 15, 2002, less any interim earnings.
8) Ms. Haygood is to be repaid any out of pocket medical expenses which were incurred from the date of her termination through July 15, 2002 that would have been covered had she continue in the employment of the City and County of San Francisco as the Director of Elections.
(Vote of 5-0)

V. Request by Tammy Haygood for reinstatement to her position as Director of Elections pending the outcome of the appeal. ACTION ITEM. (File No. 0537-02-7)

July 1, 2002 The Civil Service Commission directed the Executive Officer to include this item for action on the July 15, 2002 agenda of the Hearing of the Appeal of Tammy Haygood. (Vote of 5 to 0)

Action: By the Commission's action in Item No. IV, Ms Haygood is restored to her position of Director of Elections effective immediately. (Vote of 5 to 0)

VI. Job Announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. ACTION ITEM. (File No. 0536-02-1).

July 1, 2002: The Civil Service Commission acted to direct the Executive Officer to place on agenda for action of the scheduled meeting of July 15, 2002 Hearing of the Appeal of Tammy Haygood. (Vote of 5 to 0)

Speakers: Joe Quinn, Attorney for the Elections Commission

Action: The Commission directed the Executive Officer to place the item for action on its next regular meeting of August 5, 2002. (Vote of 5 to 0)

VII. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

Andre Spearman
Frederick Hobson
Lula Jackson
Tammy Haygood

VIII. Adjournment.

9:52 p.m.

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CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting

Wednesday, July 31, 2002

8:00 a.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Consideration of Civil Service Commission written findings and opinion on action taken on July 15, 2002 on the appeal by Tammy Haygood of the Elections Commission to terminate her employment as Director of Elections. (ACTION ITEM)

May 20, 2002:

1) Changed the title of the appeal to: "Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections."
2) Identified the parties to the appeal as Tammy Haygood and the Elections Commission.
3) Adopted the Proposed Draft of Hearing Procedures with minor changes to ensure that the process is fair, clear and accessible to the public in keeping with Civil Service Commission established procedures.
4) Scheduled a hearing on June 17, 2002 at 6:00 p.m. in City Hall, Room 400 to determine Civil Service Commission jurisdiction.
5) Extended submission of written materials by 5:00 p.m. of June 3, 2002 at the Civil Service Commission offices. (Vote of 5 to 0)

June 17, 2002: The Civil Service Commission will proceed with this hearing and take jurisdiction of hearing this case on Tammy Haygood. (Vote of 5 to 0)

June 24, 2002:

1) Scheduled a hearing Monday, July 15, 2002 at 5:00 p.m. in City Hall, Room 400 to hear the appeal of Tammy Haygood
2) Adopted the Draft Proposed Amendments to the Hearing Procedures approved by the Civil Service Commission on May 20, 2002 with changes.
3) Changed the submission of materials from fourteen (14) calendar days to seven (7) calendar days by 11:00 a.m. at the Civil Service Commission offices.
4) Changed the time of delivery of the meeting files to the Commissioners, etc. from 12:00 noon to 5:00 p.m.
5a) Directed the Executive Officer to request from the Elections Commission all materials and documents concerning the termination of Tammy Haygood, including performance appraisals that were considered by the Elections Commission. The items must be received by the Executive Officer at the Civil Service Commission office by 10:00 a.m. on Monday, July 1, 2002.
5b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
6a) Directed the Executive Officer to request from the Elections Commission, the Elections Commission Minutes of its closed and open session meeting of April 22, 2002.
6b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
7a) Directed the Executive Officer to request from the Elections Commission, the tapes of its closed session meeting of April 22, 2002.
7b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission. (Vote of 5 to 0)

July 15, 2002:

Ms. Tammy Haygood has appealed her termination as Director of Elections by the Elections Commission to the Civil Service Commission pursuant to Section 13.104 of the San Francisco City Charter. Having reviewed the record available to it, and considered the written and oral presentations of the parties, Ms. Haygood and the San Francisco Elections Commission, the Civil Service Commission hereby makes the following order:

1) Ms. Haygood was not a probationary employee;
2) The Elections Commission failed to provide Ms. Haygood with written charges prior to holding a hearing on her termination.
3) The Elections Commission failed to provide a hearing on Ms. Haygood's termination at which written charges for her termination were considered.

July 15, 2002
(continued)

4) The Elections Commission did not have cause for removing Ms. Haygood from her position as Director of Elections.
5) The appeal by Ms. Haygood of her termination by the San Francisco Elections Commission is granted.
6) By virtue of granting the appeal, Ms. Haygood is restored to her position of Director of Elections effective immediately;
7) Ms. Haygood is to receive backpay from the date of her termination through July 15, 2002, less any interim earnings.
8) Ms. Haygood is to be repaid any out of pocket medical expenses which were incurred from the date of her termination through July 15, 2002 that would have been covered had she continue in the employment of the City and County of San Francisco as the Director of Elections.
(Vote of 5-0)

Recommendation: Adopt.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 07/26/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission
Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting

Wednesday, July 31, 2002
8:00 a.m.

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I. The Special Meeting convened at 8:11 a.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Consideration of Civil Service Commission written findings and opinion on action taken on July 15, 2002 on the appeal by Tammy Haygood of the Elections Commission to terminate her employment as Director of Elections. (ACTION ITEM)

May 20, 2002:

1) Changed the title of the appeal to: "Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Class 1128, Director of Elections."
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5b) If the request is not honored, the Commission authorized the Executive Officer to issue subpoenas forthwith under the seal of the Civil Service Commission.
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July 15, 2002: Ms. Tammy Haygood has appealed her termination as Director of Elections by the Elections Commission to the Civil Service Commission pursuant to Section 13.104 of the San Francisco City Charter. Having reviewed the record available to it, and considered the written and oral presentations of the parties, Ms. Haygood and the San Francisco Elections Commission, the Civil Service Commission hereby makes the following order:

1) Ms. Haygood was not a probationary employee;

July 15, 2002
(continued)

2) The Elections Commission failed to provide Ms. Haygood with written charges prior to holding a hearing on her termination.
3) The Elections Commission failed to provide a hearing on Ms. Haygood's termination at which written charges for her termination were considered.
4) The Elections Commission did not have cause for removing Ms. Haygood from her position as Director of Elections.
5) The appeal by Ms. Haygood of her termination by the San Francisco Elections Commission is granted.
6) By virtue of granting the appeal, Ms. Haygood is restored to her position of Director of Elections effective immediately;
7) Ms. Haygood is to receive backpay from the date of her termination through July 15, 2002, less any interim earnings.
8) Ms. Haygood is to be repaid any out of pocket medical expenses which were incurred from the date of her termination through July 15, 2002 that would have been covered had she continue in the employment of the City and County of San Francisco as the Director of Elections.
(Vote of 5-0)

Action: Adopt as amended. (Vote of 5 to 0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

Vernon Grigg III, Attorney for Tammy Haygood

V. Adjournment.

9:22 a.m.

BEFORE THE CIVIL SERVICE COMMISSION

OF THE CITY AND COUNTY OF SAN FRANCISCO

In the Matter of Appeal of Tammy Haygood of the action of the Elections Commission to terminate her employment as Director of Elections.	File No. 0365-02-7 **FINDINGS AND OPINION OF THE CIVIL SERVICE COMMISSION IN GRANTING APPEAL OF TAMMY HAYGOOD OF HER TERMINATION AS DIRECTOR OF ELECTIONS**

Pursuant to Section 13.104 of the San Francisco City Charter, this matter came before the Civil Service Commission ("the Commission") for hearing on May 20, June 17, June 24, July 1 and July 15, 2002. Michael Mendelson, President of the San Francisco Elections Commission, appeared on behalf of the Elections Commission at the May 20 hearing. Buck Delventhal of the San Francisco City Attorney's office appeared on behalf of the Elections Commission at the June 17 and June 24 hearings. Steven L. Mayer and Joseph M. Quinn III of Howard, Rice, Nemerovski, Canady, Falk & Rabkin appeared on behalf of the Elections Commission at the July I and 15 hearings. Appellant Tammy B. Haygood was represented by Vernon C. Grigg III and Denise M. DeMory of DeMory & Grigg at all of the hearings. Donald A. Casper, President of the Commission, presided over the hearings and Vice-President Morgan R. Gorrono and Members Adrienne Pon, Linda Richardson and Rosabella Safont were in attendance at each of the hearings.

At the conclusion of the hearing, after considering the available record, the Commission, on a 5-0 vote, adopted a resolution containing factual findings and ordering Haygood reinstated as Director of Elections of the City and County of San Francisco effective immediately.

Following the vote, the Commission stated that it would issue a written opinion setting forth its findings and decision. Accordingly, it now adopts this written opinion. In doing so, to provide guidance to other City departments and agencies, the Commission emphasizes that the findings and decision reached in this case apply only to the position of Director of Elections. Under the City

Charter, the Director of Elections position is *sui generis*, with unique provisions applicable to that position set forth in Charter Section 13.104. Accordingly, the Commission's determinations in this case concern only Charter Section 13.104 and the position of Director of Elections.

I. FACTUAL AND PROCEDURAL BACKGROUND

Under the revised City Charter that became effective in 1996, Charter Section 13.104 established the Department of Elections. The Department of Elections was to be administered "exclusively" by the Director of Elections. Charter Section 13.104 provided that the Director of Elections would be appointed by the City Administrator "from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director may be removed by the City Administrator for cause, subject to appeal to the Civil Service Commission."

The City Administrator appointed Ms. Haygood as Director of Elections in August 2001. In November 2001, the voters approved Proposition E, which amended Charter Section 13.104. Proposition E created a new Elections Commission. It provided that the Director of Elections would administer the Department of Elections and "be vested with the day-to-day conduct and management of the Department," but "shall report to the Elections Commission."

Proposition E amended Charter Section 13.104 with respect to the appointment and dismissal of the Director of Elections. Rather than the City Administrator appointing and having authority to remove the Director of Elections, Proposition E shifted such authority to the Elections Commission. It also set a fixed term for the Director of Election's employment, and amended the procedures for terminating the employment of an incumbent Director of Elections. As amended, Charter Section 13.104 provides: "The Director shall be appointed by the Elections Commission from a list of qualified applicants provided pursuant to the civil service provisions of this Charter. The Director shall serve a five-year term, during which he or she may be removed by the Elections Commission for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing."

Charter Section 13.104, as amended, addresses the role of this Commission in the case of the dismissal of the Director of Elections by the Elections Commission. It provides: "If the Elections

Commission votes to remove the Director, he or she shall have the right to appeal to the Civil Service Commission. On appeal, the Civil Service Commission shall be limited to consideration of the record before the Elections Commission; however, the Civil Service Commission may independently evaluate and weigh evidence and may in its discretion consider evidence proffered to the Elections Commission that the [Elections] Commission excluded and may in its discretion exclude evidence that the [Elections] Commission considered."

Ms. Haygood served as Director of Elections when voters approved Proposition E, and continued to serve after the amendments to Charter Section 13.104 became effective. The Elections Commission held a special meeting on April 22, 2002. According to the Elections Commission's "Notice of Special Meeting," that commission planned to conduct a closed session regarding the "performance evaluation" of Ms. Haygood and to discuss and possibly take action regarding Ms. Haygood's dismissal. As noticed, the Elections Commission conducted a closed session. Ms. Haygood did not participate in that closed session. After the closed session, the Elections Commission announced that it had voted, 4-3, to terminate Ms. Haygood's employment as Director of Elections effective immediately. The Elections Commission did not report reasons for this action.

Ms. Haygood appealed her dismissal to this Commission. On May 20, 2002, the Commission adopted hearing procedures and a schedule for addressing the issues presented by Ms. Haygood's appeal, including whether the Commission had jurisdiction to consider the appeal. On June 17, 2002, the Commission determined, 5-0, after extensive briefing and oral argument by counsel, that it has jurisdiction over this appeal under Charter Section 13.104 and would proceed with a hearing set for July 15, 2002.

In advance of the July 15 hearing, the Commission requested that the Elections Commission produce materials concerning its decision to terminate Ms. Haygood's employment, including audio tapes of the closed session in which it discussed and reached its decision. The Elections Commission produced several documents concerning criteria for evaluating the performance of the Director of Elections. This Commission then issued a subpoena to the Elections Commission for production of the tapes of the closed session. The Elections Commission still refused to produce the tapes.

At the hearing, the essential facts were not in dispute. With respect to the record before the Commission, counsel for Ms. Haygood and the Elections Commission agreed on the record. Mr. Mayer stated: "I certainly agree with Mr. Grigg that the record includes not only the materials relating to Ms. Haygood that have been submitted by the Elections Commission and by Mr. Grigg to you, but also the relevant ordinances, Charter provisions, statutes, et cetera." 7/15/02 Tr. 14: 8-12. Mr. Mayer agreed with Ms. Haygood's counsel that "the record consisting of the submissions of counsel, the applicable Charter provisions, ordinance and statute, and the arguments of counsel are sufficient for the Commission to decide" the issues presented. 7/15/02 Tr. 15:24-16:2. Mr. Mayer added that the Commission "can also look at what the parties have said, particularly to the extent that there are undisputed issues of fact." 7/15/02 Tr. 14: 16-19. Significantly, Mr. Mayer acknowledged: "[T]here is only one issue on the merits before this Commission. And that is whether Ms. Haygood had the right to have written notice of charges, a hearing on those charges, and a determination of cause before she was removed by the Elections Commission on April 22. ¶ That, you know, that's the issue because the factual record is clear that written notice of charges, a hearing, and a determination *were not made.*" 7/15/02 Tr. 15: 12-20 (emphasis added). The Commission proceeded based on this adequate record. 7/15/02 Tr. 16: 3-24.

A. The Commission's Resolution

After considering the available record, the Commission voted 5-0 to grant Ms. Haygood's appeal thereby restoring her to her position as Director of Elections effective immediately. The Commission adopted a resolution with the following findings and order:

(1) Ms. Haygood was not a probationary employee.

(2) The Elections Commission failed to provide Ms. Haygood with written charges prior to holding a hearing on her termination;

(3) The Elections Commission failed to provide a hearing on Ms. Haygood's termination at which written charges for her termination were considered;

(4) The Elections Commission did not have cause for removing Ms. Haygood from her position as Director of Elections;

(5) The appeal by Ms. Haygood of her termination by the San Francisco Elections Commission is granted;

(6) By virtue of granting the appeal, Ms. Haygood is restored to her position of Director of Elections effective immediately;

(7) Ms. Haygood is to receive backpay from the date of her termination through July 15, 2002, less any interim earnings;

(8) Ms. Haygood is to be repaid any out-of-pocket medical expenses which were incurred from the date of her termination through July 15, 2002 that would have been covered had she continued in the employment of the City and County of San Francisco as Director of Elections.

II. THE ISSUES

(1) Does the Commission have jurisdiction to consider Ms. Haygood's appeal?

(2) Was Ms. Haygood a probationary employee?

(3) Did the Elections Commission provide Ms. Haygood with written charges, a hearing on those charges or terminate her employment for cause?

(4) Does the available record establish that Ms. Haygood's appeal should be granted and that Ms. Haygood should be restored to her position as Director of Elections?

III. FINDINGS AND OPINION

A. The Commission Has Jurisdiction To Consider Ms. Haygood's Appeal.

The Elections Commission has maintained that the Commission does not have jurisdiction to consider Ms. Haygood's appeal. It has argued that the approval of Proposition E terminated Ms. Haygood's right to continued employment as Director of Elections. (The Elections Commission also asserted, as part of its argument on the Civil Service Commission's purported lack of jurisdiction, that Ms. Haygood was merely a probationary employee. That issue falls more properly under the Commission's consideration once jurisdiction is established, and is, in any event, covered in depth below.) The Elections Commission emphasizes that Proposition E transferred to it the authority to appoint the Director of Elections. It insists that this provision gave it the authority to immediately appoint a new Director of Elections for a five-year term, and that it did not have to follow the formal process or establish cause (as required in the amended Charter section 13.104) to terminate Ms. Haygood's employment because she had ceased to be the duly appointed Director of Elections with the enactment of Proposition E. In sum, the Elections Commission argues that it had carte blanche to terminate Ms. Haygood because she had no right to continued employment as Director of Elections or to due process because the protections in Charter Section 13.104 did not apply to her. As the argument goes, because those provisions, including the right to appeal to this Commission, did not apply to Ms. Haygood, the Commission has no jurisdiction to consider Ms. Haygood's appeal.

The Elections Commission's argument is incorrect. At its June 17, 2002 hearing, the Commission determined that it had jurisdiction to consider Ms. Haygood's appeal. It is appropriate to explain here why it reached that decision and proceeded to hear and decide the merits of Ms. Haygood's appeal.

Proposition E maintained the jurisdiction of this Commission to hear an appeal by a dismissed Director of Elections, even that of Ms. Haygood. First, the amended Charter Section 13.104 plainly granted the Commission jurisdiction to consider an appeal by a Director of Elections whose employment was terminated by the Elections Commission. This jurisdiction also exists in the circumstances of Ms. Haygood, in which the terms of her employment, as set forth in the City Charter, changed during her employment.

As discussed above, Proposition E changed the terms of employment of the Director of Elections. Formerly, the Director of Elections served an indefinite term and could be removed only for cause, subject to appeal to this Commission. Proposition E changed the terms so that the Director of Elections serves a five-year term, subject to removal by the Elections Commission only for cause and after written charges and a hearing. Ms. Haygood was the incumbent Director of Elections at the time when Proposition E changed the terms of employment for her position. Nonetheless, this amendment to Charter Section 13.104 did not operate to terminate Ms. Haygood's employment. Indeed, nothing in the language of amended Charter Section 13.104 or otherwise in Proposition E provided for the termination of Ms. Haygood's employment as Director of Elections.

To the contrary, under the well-established case law, the new terms of employment for the Director of Elections set by Proposition E attached to Ms. Haygood's employment. The law is clear that the terms of public employment are set entirely by statute, and that the charter provisions establishing those terms may be changed at any time. *Hinchliffe v. City of San Diego,* 165 Cal.App.3d 722, 725 (1981) ("[E]mployees of charter governments work subject to the amendment, revision, or repeal of charter provisions affecting their employment."). However, absent a provision terminating the employment of the incumbent, the incumbent's employment continues, subject to the new terms. *See id.* at 726-727. *See also Miller v. State of California,* 18 Cal.3d 808, 814-815 (1977); *Seidler v. Municipal Court*, 12 Cal.App.4th 1229, 1238 (1993).

Proposition E did not operate to terminate Ms. Haygood's employment. Charter Section 13.104, as amended, did give the new Elections Commission authority to appoint the Director of Elections—once that position became vacant under lawful process. However, the charter amendment did not authorize, expressly or otherwise, the Elections Commission to immediately appoint a new Director of Elections, disregarding Ms. Haygood's status as the incumbent. The new terms set forth in Proposition E attached to Ms. Haygood's employment: a five-year term and protection against dismissal by the Elections Commission, except "for cause" and only after presentation of written charges and a hearing. Of course, under Proposition E as amended, Ms. Haygood also had the right to appeal her dismissal to this Commission. In accordance with these new terms that attached to Ms. Haygood's employment with the enactment of Proposition E, this Commission has jurisdiction to consider Ms. Haygood's appeal.

B. Ms. Haygood Was Not A Probationary Employee.

On several grounds, the Elections Commission has argued that Ms. Haygood was a probationary employee at the time of her dismissal and thus cannot appeal her dismissal. The Elections Commission insists that Ms. Haygood still was serving a one-year probationary period at the time of her dismissal. Under The City's personnel rules, a probationary employee has no right to continued employment and cannot appeal a dismissal from employment to this Commission.

The Commission considered this issue at its June 17, 2002 jurisdictional hearing. In accepting jurisdiction of the appeal at that time, the Commission determined that Ms. Haygood was not a probationary employee. At the July 15, 2002 hearing, the Commission heard additional argument and considered additional briefing on this issue. None of the reasons asserted by the Elections Commission has merit.

1. Ms. Haygood Never Was A Probationary Employee Because The Governing Charter Provisions Did Not Provide That The Director of Elections Is To Serve A Probationary Period And She Could Be Terminated Only For Cause Under Those Provisions.

We begin by looking at the applicable provisions of the City Charter. In California, the terms and conditions of public employment are determined solely by statute. *Hill v. City of Long Beach*, 33 Cal. App.4th 1684, 1690 (1995). During Ms. Haygood's employment as Director of Elections, the City Charter provisions governing the employment of the Director of Elections never provided for a probationary period. Ms. Haygood thus cannot have been a probationary employee.

When Ms. Haygood was appointed in 2001, the version of Charter Section 13.104 contained in the 1996 City Charter was in effect. It did not provide for the Director of Elections to serve a probationary period. Instead, it provided that a Director of Elections, once appointed, could be removed by the City Administrator only "for cause." Such "for cause" protection against dismissal is a hallmark of permanent, rather than probationary, employment. *See, e.g., Zeron v. City of Los Angeles*, 67 Cal.App.4th 639, 642 (1998) (a permanent employee may be discharged only "for cause," after receiving due process provided by city charter, while a probationary employee "may be terminated without cause"); *Birdsall v. Carrillo*, 231 Cal.App.3d 1426, 1431 (1991). The 1996 Charter protection against removal except "for cause" demonstrates that the occupant of the position of Director of Elections was never a probationary employee while that Charter Section was in effect. Hence, under the language of the 1996 Charter, Ms. Haygood was not a probationary employee at the time of her hire or up to the time when the Charter was amended.

Similarly, the amendment to Charter Section 13.104 enacted by voters in November 2001 through Proposition E also provided that the Director of Elections had the right to continued employment that can be terminated only "for cause."[1] There is no provision for a probationary period in the newer version of Charter Section 13.104. The Director of Elections enjoys a right to continued employment until the end of his or her term, or unless dismissed "for cause." As with the prior version of Charter Section 13.104, the inclusion of "for cause" protection against dismissal demonstrates that the Director of Elections enjoyed a right to permanent employment and did not have to serve a probationary period. Therefore, under the two versions of the City Charter provision that governed Ms. Haygood's employment, Ms. Haygood never was a probationary employee.

2. The Director of Elections Is Not A Civil Service Position

Despite these clear statutory terms, the Elections Commission argues that Charter Section 13.104 classifies the Director of Elections as a civil service position and renders it subject to the probationary period requirements imposed on civil service positions by Civil Service Commission rules. Specifically, the Elections Commission emphasizes that Charter Section 13.104 requires that the Director of Elections be appointed from a list created pursuant to civil service provisions. It argues that such list is an "eligible list," and that the Commission's rules require employees hired from an eligible list to serve a probationary period. This argument misreads the terms of Charter Section 13.104.

Charter Section 13.104, under the 1996 version and as the section has been amended by Proposition E, provides that the Director of Elections shall be appointed "from a list of qualified applicants provided pursuant to the civil service provisions of this Charter." This language does not provide that the Director of Elections shall be appointed or serve pursuant to the civil service provisions of the City Charter, or the civil service rules adopted by this Commission. Instead, Charter Section 13.104 simply provides that the list of applicants that the appointing authority may consider shall be "*provided* pursuant to the civil service provisions of the Charter." The limiting word "provided" is dispositive. By these terms, Charter Section 13.104 merely calls for a civil service-created list to be provided for use in appointing a Director of Elections. This section does not provide that the employment of the Director of Elections is covered by the City's civil service provisions in the City Charter or otherwise, including the Commission's rules concerning probationary periods. The mere fact that the Director of Elections is hired from a list created under civil service provisions does not make the position subject to civil service.

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[1] Under Proposition E, the Director of Election's employment also would terminate automatically after five years—at the end of his or her term, unless reappointed by the Elections Commission. San Francisco City Attorney Opinion No. 2002-01, dated Feb. 1, 2002, addressed appointment and removal of department heads. It provided with regard to the Director of Elections: "During the term the Director may be removed by the Commission for cause, upon written charges and following a hearing." This opinion was written at the time Ms. Haygood occupied the position, and makes no mention of any probationary period. It unqualifiedly states that the Director may be removed for cause.

An examination of Charter Section 13.104 as a whole confirms that the Director of Elections is not a civil service position. The section provides that all positions in the Department of Elections, other than the Director, are subject to civil service provisions. Charter Section 13.104 provides: "Subject to the civil service provisions of this Charter, the Director [of Elections] shall have the power to appoint and remove other employees of the Department of Elections." The specification that all other positions—other than the Director—are covered by civil service provisions of the Charter, demonstrates that all employees in the Department of Elections are covered by civil service rules, *except for the Director of Elections. Seidler, supra,* 12 Cal.App.4th at 1236 ("Where a statute enumerates those persons to whom it applies, it should be construed as excluding from its effect all those not mentioned expressly.").

Furthermore, Charter Section 13.104 provides that a dismissed Director of Elections may appeal to this Commission. But that language does not designate the Director of Elections as a civil service position, or provide that it is covered by civil service rules. It simply gives this Commission jurisdiction over any appeal.

In addition, Charter Section 10.104 (Exclusions From Civil Service Appointment) provides: "The following positions shall be exempt from competitive civil service selection, appointment and removal procedures, and the person serving in the position shall serve at the pleasure of the appointing authority: . . . 5. All heads of agencies and departments, unless otherwise provided for herein;". As the Director of Elections is a department head, it is a civil service exempt position governed by Charter section 13.104.

Finally, Charter Section A8.341 A provides that any person employed under the civil service provisions of the Charter, in a position defined by the Commission as "permanent," may be discharged for just cause, after being provided with written notice of the charges, copies of documentation upon which the charges are based, and after an opportunity to respond to the charges. Under that Section, if discharge is imposed, the employee may appeal this action and the appeal shall be conducted by a hearing officer whose finding shall be final. Subsection B provides for alternative procedures for such employees under a Memorandum of Understanding. This provision actually demonstrates that the Director of Elections is not civil service. First of all, the Civil Service Commission never designated the Director of Elections position as "permanent," so the specific termination and appeals procedures set forth in 13.104 for that position must apply instead. Moreover, if the Director of Elections was a civil service position, the above procedure would be the mechanism whereby a discharge would be effectuated and the appeal of the termination would be conducted. There would be no need for the written charges, hearing, just cause, and appeal to the Civil Service Commission such as is included in section 13.104 for the Director of Elections position. The fact that the different language concerning charges, a hearing, cause, and appeal to the Civil Service Commission was included in section 13.104 demonstrates that the Director of Elections was not intended to be covered by A8.341, and is, therefore, not employed under the civil service provisions of the Charter.

Even assuming that the civil service provisions apply to all positions, they are superseded by the City Charter, which is the equivalent of the City's constitution and prevails over all other City regulations. *Currieri v. City of Roseville,* 4 Cal.App.3d 97, 100 (1970). The City Charter, before and after its amendment by Proposition E, excludes the Director of Elections from the Civil Service Commission's rules.

In sum, the Director of Elections is not a civil service position. It is *sui generis.* The Director of Elections is chosen from a list created under civil service provisions, but the individual appointed is not a civil service employee, is not covered by civil service rules and protections, and is not required to serve a probationary period. Once appointed, the individual enjoys a fixed term and can be removed only "for cause." Charter Section 13.104 clearly does not impose a probationary requirement.

3. The Agreement Signed By Ms. Haywood At The Time of Her Appointment Does Not Prevail Over The City Charter.

The Elections Commission also contends that Ms. Haygood was a probationary employee because she agreed to serve a one-year probationary period. It points to a written agreement to this effect signed by Ms. Haygood and the City Administrator following her appointment as Director of Elections. As discussed, the City Charter does not impose a probationary period requirement upon the Director of Elections. To the contrary, the City Charter provides that an individual appointed as Director of Elections can only be removed from office "for cause" and otherwise enjoys a right to continued employment, which now runs until the end of his or her term. The written agreement purports to vary the terms of the City Charter governing Ms. Haygood's employment. Accordingly, it has no legal effect. *Hill, supra,* 33 Cal.App.4th at 1690 (terms of public employment are set by statute and cannot be varied by contract).

4. The Memorandum Of Understanding Does Not Prevail Over The City Charter.

The Elections Commission also points to a Memorandum of Understanding (MOU) between The City and the Municipal Executives Association, which it has argued had the effect of an ordinance. The MOU covers the Director of Elections position, among many other positions. It also contains language purporting to impose a probationary period upon employment. However, the language in the MOU does not subject Ms. Haygood to a probationary period requirement. Once again, the terms of public employment are governed by statute and cannot be varied by contract. *Hill, supra,* 33 Cal.App.4th at 1690. Charter Section 13.104 governs the terms of the Director of Elections' employment, but it does not—and has not—imposed a probationary period requirement.

The Elections Commission's argument would have the MOU supercede the governing City Charter provision, which cannot be allowed because a contract cannot vary the terms of employment set by statute. Regardless of what the MOU says concerning a probationary period, the City Charter (which does not provide for a probationary period) takes precedence over the MOU.

The Elections Commission also has argued that the MOU supercedes any conflicting provision of the City Charter under Section A8.409-3 of the City Charter. That provision, however, is in the appendix of the City Charter. Provisions in the main body of the City Charter, such as Charter Section 13.104, take precedence over the appendix in the event of a conflict. Charter § 16.116. Additionally, while Section A8.409-3 provides for collective bargaining with respect to wages, hours, benefits, and working conditions, it expressly excludes "probationary status and the administration of probationary periods, except duration" from collective bargaining. The terms of the MOU, to the extent they may appear to impose a probationary period requirement, simply have no effect under the City Charter because probationary periods are excluded as a subject of collective bargaining.

Finally, even assuming that the MOU has effect with respect to probationary periods and had the status of an ordinance, it has been superceded by Proposition E. The effective date of the MOU was July 1, 2001. Proposition E was enacted by voters in November 2001. The terms of public employment are subject to amendment of the governing statute or charter provision at any time. *Hinchliffe, supra,* 165 Cal.App.3d at 725-727. Under well-settled rules of statutory interpretation, the later enactment takes precedence in the event of a conflict. *In re Thierry S.*, 19 Cal.3d 727, 739 (1977). Charter Section 13.104, as amended by Proposition E, is the later enactment and imposes no probationary requirement. Thus, the MOU did not impose a probationary requirement on Ms. Haygood's employment.

5. The Civil Service Commission Is Empowered To Determine Probationary Status.

With respect to probationary periods, one final point must be noted. Under the City Charter, this Commission is vested with authority to make determinations concerning whether particular positions should be covered by probationary periods. Charter § 10.101. Under that Charter section, the Commission is empowered to designate positions as exempt or non-exempt, to determine the status rights of employees, and, most significantly, to determine whether an employee is probationary or not. The Commission has not subjected the position of Director of Elections to a probationary requirement. Under the provisions of the City Charter and the governing case law, this Commission determines that Ms. Haygood's employment as Director of Elections at the time of her termination was not probationary.

C. The Available Record Establishes That Ms. Haygood's Appeal Should Be Granted And That Ms. Haygood Should Be Ordered Restored To Her Position As Director Of Elections.

The Commission has jurisdiction to consider Ms. Haygood's appeal. Ms. Haygood was not a probationary employee. The terms of Charter Section 13.104, as amended by voters through Proposition E, governed Ms. Haygood's employment as Director of Elections.

We thus apply the terms of Charter Section 13.104 to the available facts. Charter Section 13.104 provides that the Director of Elections "shall serve a five-year term, during which he or she may be removed for cause, upon written charges and following a hearing. The Elections Commission shall present the written charges to the Director no less than thirty days before the hearing." The record establishes that Elections Commission failed to follow any of these provisions.

Under Charter Section 13.104, we are limited to reviewing the record that was before the Elections Commission at the time of its decision. The Elections Commission has largely failed to comply with our requests and subpoena to produce records and tapes of its closed session proceeding. The Elections Commission produced several documents indicating criteria for evaluating the performance of the Director of Elections. Nonetheless, it is unclear whether these criteria were final or only in draft form. It also is unclear whether any evaluation of Ms. Haygood's performance was made. The record is devoid of any evidence that Ms. Haygood was presented with written charges or given a hearing, or that the Elections Commission removed Ms. Haygood based on a "for cause" determination. To the contrary, counsel for the Elections Commission admitted that these aspects were missing in Ms. Haygood's case. That concession makes resolution of the factual issues very simple.

Accordingly, the Commission concludes that Ms. Haygood's dismissal as Director of Elections violated Charter Section 13.104. Ms. Haygood's rights under that Charter provision were violated: she was not given written charges at any time, nor was she given a hearing prior to the termination of her employment. Additionally, the Elections Commission did not terminate Ms. Haygood's employment "for cause." Because Ms. Haygood's dismissal violated Charter Section 13.104, she is entitled to reinstatement as Director of Elections effective immediately.[2]

At bottom, this case simply involves the failure of the Elections Commission to follow the City Charter provisions that govern its decisions concerning whether to continue the employment of an incumbent Director of Elections. The Elections Commission failed to follow the provisions of Charter Section 13.104 when it terminated Ms. Haygood's employment, so its action therefore is void. In our decision, we did not evaluate in any way Ms. Haygood's performance as Director of Elections. That issue was not before this Commission, and we have not considered evidence concerning it. Indeed, the Elections Commission did not provide the Commission with any evidence concerning Ms. Haygood's performance. The Elections Commission has the authority to terminate the employment of a Director of Elections, including Ms. Haygood. In doing so, however, the Elections Commission must follow the notice and hearing provisions of Charter Section 13.104 and terminate the employment of a Director of Elections "for cause." Because the

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[2] The Elections Commission has argued that, if this Commission grants Ms. Haygood's appeal, the Commission cannot order reinstatement of Ms. Haygood as Director of Elections. Instead, the Elections Commission maintains that Charter Section 13.104 only authorizes the Commission to remand the matter back to the Elections Commission. We disagree. Without limitation, Charter Section 13.104 grants the Commission the authority over an appeal by a dismissed Director of Elections. Because there is no limitation on the Commission's authority, the Commission's inherent authority to order reinstatement of a wrongfully dismissed employee applies in this case. In granting the Director of Elections an appeal to this Commission, the voters certainly intended that provision to have some effect by authorizing the Commission authority to order a remedy. It is a well-settled principle of statutory interpretation that a legislative body (in this case, the electorate) intended a law to have some effect, and that it is not presumed that the lawmakers or voters indulged in an idle act. *Stafford v. Realty Bond Service Corp.*, 39 Cal.2d 797, 805 (1952); *Sodeno v. Union Commerce Bank*, 71 Cal.App.3d 391 (1977).

Elections Commission did not accord Ms. Haygood the required written charges or a hearing on those charges, or terminate her employment for cause, Ms. Haygood's appeal is granted thereby restoring her to her position as Director of Elections effective immediately.

IV. DISPOSITION

Ms. Haygood's appeal of her dismissal as Director of Elections by the Elections Commission is granted. Ms. Haygood is ordered restored to her position as Director of Elections of the City and County of San Francisco effective immediately. Ms. Haygood is awarded lost salary from the date of her termination as Director of Elections through July 15, 2002, less any interim earnings. Ms. Haygood is further awarded any out-of-pocket medical expenses that were incurred from the date of her termination as Director of Elections through July 15, 2002 that would have been covered had she continued in the employment of the City and County of San Francisco as Director of Elections.

Dated: ____________ ________________________________
Donald A. Casper, President

Dated: ____________ ________________________________
Morgan R. Gorrono, Vice President

Dated: ____________ ________________________________
Adrienne Pon, Member

Dated: ____________ ________________________________
Linda Richardson, Member

Dated: ____________ ________________________________
Rosabella Safont, Member

Ms. Haygood's appeal is granted thereby restoring her to her position as Director of Elections effective immediately.

IV. DISPOSITION

Ms. Haygood's appeal of her dismissal as Director of Elections by the Elections Commission is granted. Ms. Haygood is ordered restored to her position as Director of Elections of the City and County of San Francisco effective immediately. Ms. Haygood is awarded lost salary from the date of her termination as Director of Elections through July 15, 2002, less any interim earnings. Ms. Haygood is further awarded any out-of-pocket medical expenses that were incurred from the date of her termination as Director of Elections through July 15, 2002 that would have been covered had she continued in the employment of the City and County of San Francisco as Director of Elections.

Dated: July 31, 2002

Donald A. Casper, President

Dated: 7.31.02

Morgan R. Gorrono, Vice President

Dated: 7.31.02

Adrienne Pon

Adrienne Pon, Member

Dated: 7-31-02

Linda Richardson, Member

Dated: 7-31-02

Rosabella Safont

Rosabella Safont, Member

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed

Monday, August 5, 2002

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

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DONALD A. CASPER
PRESIDENT

IORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.8 (a)(3)) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Pending Litigation.

Conference with Legal Counsel in Pending Litigation
City and County San Francisco vs Civil Service Commission
State of California, Superior Court No. CPF-02-501387
(Discussion Item)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 07/31/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Special Meeting – Closed

Monday, August 5, 2002
1:00 p.m.

/02

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 1:19 p.m.

Present: Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (Arrived at 1:23 p.m.; missed items I , II & part of III)
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.8 (a)(3)) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Pending Litigation.

Action: The Commission voted to conduct a closed session. (Vote of 4 to 0)

Closed Session started at 1:20 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
William Terheyden, Legal Counsel, Civil Service Commission

Conference with Legal Counsel in Pending Litigation
City and County San Francisco vs. Civil Service Commission
State of California, Superior Court No. CPF-02-501387
(Discussion Item)

Closed session ended at 2:32 p.m.

IV. Reconvened in open session at 2:33 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:34 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 5, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 5, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of July 15, 2002 - 12:00 Noon - Closed Session

Recommendation: Approve.

Regular Meeting of July 15, 2002

Recommendation: Approve.

Special Meeting of July 15, 2002 - 5:00 p.m. - Open Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0569-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-02/03	Airport	$8,800,000	Will provide Letter of Credit Bank Facility service which backs the Airport's Commercial Paper program to provide a higher credit rating and greater security to investors.	Regular	07/14/06
4013-02/03	Airport	$645,000	Will provide investment bank services to remarket the Airport's Commercial Paper notes through the use of Commercial Paper Dealers, and comply with Security and Exchange legal mandates.	Regular	07/14/09

July 15, 2002: Postpone to the meeting of August 5, 2002 at the request of the Airport Commission.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0630-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-02/03 *Off calendar*	Juvenile Probation	$174,000	Will provide expert consultant and technical programming services for the Juvenile Justice computer system, integrating new modules and providing data for research, grant submissions and similar tasks as defined by the department.	Continuing	06/30/03
4015-02/03 *Off calendar*	Juvenile Probation	$225,000	Will manage the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in Juvenile Probation Department programs.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4016-02/03	Controller	$150,000	Will manage and troubleshoot major citywide information technology projects, develop COIT Annual Business Folio and provide advice on citywide IT contracts, IT Strategic Plans, and Business Continuity Plans.	Regular	06/30/03
4017-02/03	Controller	$65,375	Will provide payroll-related technical writing services in the preparation of payroll manuals, procedures, memos, flyers, directives and bulletins.	Regular	06/30/03
4018-02/03	Environment	$149,849	Will implement the Home Composting Education Program, including maintaining and staffing educational centers, conducting workshops (English and bilingual), providing hotline service, and conducting outreach and public education.	Regular	06/30/03
40192/03	Human Resources	$65,000	Will design, write, publish, and distribute a monthly weilness Newsletter for City Plan members. Will also maintain mailing list of members, which has approximately 10, 000 current and retired members.	Regular	06/30/03
4020-02/03	Human Resources	$83,5000	Will administer Flexible Spending Account Program for eligible CCSF employees, including communicating plan framework to members, enrolling members into health or dependent care accounts, adjudicating claims, and managing information for IRS reporting.	Regular	06/30/03
4021-02/03	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) benefits for eligible resigned, laid-off, and separated CCSF employees, in compliance with Federal requirements.	Regular	06/30/03
4022-02/03	Human Resources	$375,000	Will provide health benefit plan actuarial and consulting services as required by the Charter.	Regular	06/30/03
4023-02/03	Human Resources	$100,000	Will administer Management Cafeteria Plan for eligible CCSF management and unrepresented classes. Work includes communication of plan framework and enrollment of members.	Regular	06/30/03
4024-02/03	Human Resources	$250,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforeseen peaks in workload.	Regular	06/30/03
4025-02/03	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (File No. 0128-02-6) - Action Item

July 1, 2002:	Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney.
Recommendation of the Human Resources Director:	Postpone to the meeting of August 19, 2002 at the request of the Department of Human Resources.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Appeal by Theresa McGovern of a classification review. (File No. 0712-01-4) - Action Item

July 1, 2002:	Postpone to the meeting of August 5, 2002 at the request of Theresa McGovern.
Recommendation of the Human Resources Director:	Adopt staff report. Deny the appeal of Theresa McGovern regarding the classification review.

(9) Job announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. (File No. 0536-02-1) - Action Item

July 1, 2002:	The Civil Service Commission acted to direct the Executive Officer to place on agenda for action of the scheduled meeting of July 15, 2002 Hearing of the Appeal of Tammy Haygood.
July 15, 2002:	The Commission directed the Executive Officer to place the item for action on its next regular meeting of August 5, 2002.
Recommendation:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability: Automatic resignation of permanent civil service appointment of Brenda Hatten, Clerk Typist (Job Code 1424) Department of Human Services. (File No. 0111-02-7) - Action Item

July 1, 2002:	Postpone to the meeting of August 5, 2002 at the request of Civil Service Commission staff.
Recommendation of the Human Resources Director:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services.

(11) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
August 5, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CALL TO ORDER

2:45 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Spike Kahn, IFPTE Local 21 requested that PSC #4018-02/03 and 4019-02/03 be severed.
David Williams, SEIU Local 535 and Hester Mary Rybka spoke on behalf of Theresa McGovern (Item #8)

APPROVAL OF MINUTES

Special Meeting of July 15, 2002 - 12:00 Noon - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of July 15, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of July 15, 2002 - 5:00 p.m. - Open Session

Action: Approve. (Vote of 5 to 0)

The Civil Service Commission Regular Meeting of September 2, 2002 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 16, 2002.

0569-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4012-02/03	Airport	$8,800,000	Will provide Letter of Credit Bank Facility service which backs the Airport's Commercial Paper program to provide a higher credit rating and greater security to investors.	Regular	07/14/06
4013-02/03	Airport	$645,000	Will provide investment bank services to remarket the Airport's Commercial Paper notes through the use of Commercial Paper Dealers, and comply with Security and Exchange legal mandates.	Regular	07/14/09

July 15, 2002: Postpone to the meeting of August 5, 2002 at the request of the Airport Commission.

Speakers: Kevin Cone, San Francisco International Airport

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0630-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-02/03 *Over to 8/19/02*	Juvenile Probation	$174,000	Will provide expert consultant and technical programming services for the Juvenile Justice computer system, integrating new modules and providing data for research, grant submissions and similar tasks as defined by the department.	Continuing	06/30/03
4015-02/03 *Over to 8/19/02*	Juvenile Probation	$225,000	Will manage the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in Juvenile Probation Department programs.	Regular	06/30/03
4016-02/03	Controller	$150,000	Will manage and troubleshoot major citywide information technology projects, develop COIT Annual Business Folio and provide advice on citywide IT contracts, IT Strategic Plans, and Business Continuity Plans.	Regular	06/30/03
4017-02/03	Controller	$65,375	Will provide payroll-related technical writing services in the preparation of payroll manuals, procedures, memos, flyers, directives and bulletins.	Regular	06/30/03
4018-02/03	Environment	$149,849	Will implement the Home Composting Education Program, including maintaining and staffing educational centers, conducting workshops (English and bilingual), providing hotline service, and conducting outreach and public education.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4019-02/03	Human Resources	$65,000	Will design, write, publish, and distribute a monthly wellness Newsletter for City Plan members. Will also maintain mailing list of members, which has approximately 10, 000 current and retired members.	Regular	06/30/03
4020-02/03	Human Resources	$83,5000	Will administer Flexible Spending Account Program for eligible CCSF employees, including communicating plan framework to members, enrolling members into health or dependent care accounts, adjudicating claims, and managing information for IRS reporting.	Regular	06/30/03
4021-02/03	Human Resources	$90,000	Will administer COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986) benefits for eligible resigned, laid-off, and separated CCSF employees, in compliance with Federal requirements.	Regular	06/30/03
4022-02/03	Human Resources	$375,000	Will provide health benefit plan actuarial and consulting services as required by the Charter.	Regular	06/30/03
4023-02/03	Human Resources	$100,000	Will administer Management Cafeteria Plan for eligible CCSF management and unrepresented classes. Work includes communication of plan framework and enrollment of members.	Regular	06/30/03
4024-02/03	Human Resources	$250,000	Will provide as-needed claims processing, membership enrollment and benefit services to cover Health Service System employees performing these duties during emergency and unforeseen peaks in workload.	Regular	06/30/03
4025-02/03	District Attorney	$84,000	Will provide counseling and case management services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	06/30/03

Speakers: Deborah Vincent-James, Committee on Information Technology spoke on PSC #4016-02/03.
Spike Kahn, IFPTE Local 21 and Jack Macy, Department of the Environment spoke on PSC #4018-02/03.
Spike Kahn, IFPTE Local 21, Yvonne Hudson, Department of Human Resources - Health Services and Andrea Gourdine, Human Resources Director spoke on PSC #4019-02/03.
Yvonne Hudson, Department of Human Resources - Health Services and Andrea Gourdine, Human Resources Director spoke on PSC #4022-02/03.
Daley Dunham, District Attorney's Office and Tracy Helton, SAGE Project spoke on PSC #4025-02/03.

Action:

(1) Postpone PSC #2000-02/03 and PSC #4015-02/03 to the meeting of August 19, 2002.

(2) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0128-02-6 Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (Item No. 7)

July 1, 2002: Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney.

Speakers: None.

Action: Postpone to the meeting of August 19, 2002 at the request of the Department of Human Resources. (Vote of 5 to 0)

0712-01-4 Appeal by Theresa McGovern of a classification review. (Item No. 8)

July 1, 2002: Postpone to the meeting of August 5, 2002 at the request of Theresa McGovern.

Speakers:
Bruce Topp, Department of Human Services
Theresa McGovern, Appellant
David Williams, SEIU Local 535
Mary Rybka, on behalf of appellant
Molly Stump, Deputy City Attorney
Janet Richardson, Department of Human Services

Action: Adopt staff report. Deny the appeal of Theresa McGovern regarding the classification review. The appointing officer was directed to reevaluate the Interstate Compact on the Placement of Children (ICPC) function assignment and to properly document Ms. McGovern's work in the ICPC area retroactive to the start of her assignment, making sure to take into account all contributions in that area. (Vote of 5 to 0)

0536-02-1 Job announcement for Director of Elections issued June 21, 2002 by the Department of Human Resources. (Item No. 9)

July 1, 2002: The Civil Service Commission acted to direct the Executive Officer to place on agenda for action of the scheduled meeting of July 15, 2002 Hearing of the Appeal of Tammy Haygood.

July 15, 2002: The Commission directed the Executive Officer to place the item for action on its next regular meeting of August 5, 2002.

Speakers:
Joseph M. Quinn, Attorney for Elections Commission
Molly Stump, Deputy City Attorney

Action: Continue with the process of the job announcement issued June 21, 2002 by the Department of Human Resources. (Vote of 4 to 1; Commissioner Richardson dissents.)

0111-02-7 **Determination of future employability: Automatic resignation of permanent civil service appointment of Brenda Hatten, Clerk Typist (Job Code 1424) Department of Human Services. (Item No. 10)**

July 1, 2002:	Postpone to the meeting of August 5, 2002 at the request of Civil Service Commission staff.
Speakers:	Patricia Burns, Department of Human Services Brenda Hatten, Appellant Pat Jackson, SEIU Local 790
Action:	Cancel any current examination and eligibility status in Class 1424 Clerk Typist; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

3:45 p.m.

Adjourned in memory of Curtis Green, former General Manager of the Municipal Transportation Agency. The Commission directed the Executive Officer to convey its condolences to the Green family.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02
Closed

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed Session

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AUG 15 2002
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Monday, August 19, 2002

12:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

III. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 08/13/02

Notice of Commission Hearing Policies and Procedures

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

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Minutes of Special Meeting – Closed Session

Monday, August 19, 2002
12:00 p.m.

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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I. The Special Meeting convened at 12:26 p.m.

Present: Commissioner Donald A. Casper
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 12:28 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Linda Ross, City Attorney's Office
Gene Rucker, Labor Negotiator, CSC

Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
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Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 2:13 p.m.

III. Reconvened in open session at 2:14 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 4 to 0)

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

2:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

See "amended agenda"

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
August 19, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

COMMISSIONER'S NEW BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 19, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 5, 2002 - 1:00 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of August 5, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0630-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-02/03	Juvenile Probation	$174,000	Will provide expert consultant and technical programming services for the Juvenile Justice computer system, integrating new modules and providing data for research, grant submissions and similar tasks as defined by the department.	Continuing	06/30/03
4015-02/03	Juvenile Probation	$225,000	Will manage the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in Juvenile Probation Department programs.	Regular	06/30/03

August 5, 2002:	Postpone to the meeting of August 19, 2002.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0664-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-02/03	Juvenile Probation	$65,000	Will provide a co-ed mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/03
4027-02/03	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/03
4028-02/03	Juvenile Probation	$202,125	Will provide short-term residential care for youth awaiting long-term placement. Will also provide medical, educational and mental services for youth.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4029-02/03	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/03
4030-02/03	Arts Commission	$397,500	Will coordinate and supervise installation of LED screen and AV components for artwork; supervise and inspect design and fabrication of structure and armature that holds LED/video artwork' and create preliminary script for video.	Regular	12/31/02
4031-02/03	Arts Commission	$225,000	Will design and implement artworks to be integrated into five new branch libraries and one renovated branch library.	Regular	12/31/05
4032-02/03	Airport Commission	$240,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/03
4033-02/03	Children, Youth & Families	$80,000	Will develop, manage and implement a public awareness and outreach campaign for the Wellness Center Initiative.	Regular	06/30/03
4237-00/01	Children, Youth & Families	Increase Amount $400,000 New Amount $1,320,655	Will develop, implement, and analyze large-scale process and outcome evaluation of Department-funded programs, as well as DCYC initiatives and programs, administered through other City Departments.	Regular	06/30/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

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(7) Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (File No. 0128-02-6) - Action Item

July 1, 2002:	Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney.
August 5, 2002:	Postpone to the meeting of August 19, 2002 at the request of the Department of Human Resources.
Recommendation of the Executive Officer:	Off Calendar.

REGULAR AGENDA

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(8) **Request from Joseph Moncada, Sr. for reconsideration of a ban from working in a department. (File No. 0665-02-7) - Action Item**

Recommendation of the Human Resources Director:	Adopt staff report. Approve removal of employment restriction banning Joseph Moncada from working at the Public Utilities Commission and Department of Public Transportation (now Municipal Transportation Agency).

(9) **Municipal Transportation Agency's Report of Exempt Appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0666-02-1) - Action Item**

Recommendation:	Adopt report.

(10) **Municipal Transportation Agency's Report of Provisional Appointments. (File No. 0667-02-1) - Action Item**

Recommendation:	Adopt report.

COMMISSIONER'S NEW BUSINESS

(11) **Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1) - Action Item**

July 1, 2002:	Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.
Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(12) **Status of the Civil Service Commission Budget - Fiscal Year 2002-2003. (File No. 0686-02-1)**

Recommendation: Open for discussion.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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AMENDED

AGENDA

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Regular Meeting
of
August 19, 2002

ROOM 400, CITY HALL
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Order of Business

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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1. Opening summary of case (brief overview);
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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 19, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 5, 2002 - 1:00 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of August 5, 2002

Recommendation: Approve.

Special Meeting of July 31, 2002 - 8:00 a.m.

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0630-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-02/03	Juvenile Probation	$174,000	Will provide expert consultant and technical programming services for the Juvenile Justice computer system, integrating new modules and providing data for research, grant submissions and similar tasks as defined by the department.	Continuing	06/30/03
4015-02/03	Juvenile Probation	$225,000	Will manage the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in Juvenile Probation Department programs.	Regular	06/30/03

August 5, 2002:	Postpone to the meeting of August 19, 2002.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0664-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-02/03	Juvenile Probation	$65,000	Will provide a co-ed mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/03
4027-02/03	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/03
4028-02/03	Juvenile Probation	$202,125	Will provide short-term residential care for youth awaiting long-term placement. Will also provide medical, educational and mental services for youth.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4029-02/03	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/03
4030-02/03	Arts Commission	$397,500	Will coordinate and supervise installation of LED screen and AV components for artwork; supervise and inspect design and fabrication of structure and armature that holds LED/video artwork' and create preliminary script for video.	Regular	12/31/02
4031-02/03	Arts Commission	$225,000	Will design and implement artworks to be integrated into five new branch libraries and one renovated branch library.	Regular	12/31/05
4032-02/03	Airport Commission	$240,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/03
4033-02/03	Children, Youth & Families	$80,000	Will develop, manage and implement a public awareness and outreach campaign for the Wellness Center Initiative.	Regular	06/30/03
4237-00/01	Children, Youth & Families	Increase Amount $400,000 New Amount $1,320,655	Will develop, implement, and analyze large-scale process and outcome evaluation of Department-funded programs, as well as DCYC initiatives and programs, administered through other City Departments.	Regular	06/30/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

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(7) Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (File No. 0128-02-6) - Action Item

July 1, 2002: Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney.

August 5, 2002: Postpone to the meeting of August 19, 2002 at the request of the Department of Human Resources.

Recommendation of the Executive Officer: Off Calendar.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Request from Joseph Moncada, Sr. for reconsideration of a ban from working in a department. (File No. 0665-02-7) - Action Item

Recommendation of the Human Resources Director: Adopt staff report. Approve removal of employment restriction banning Joseph Moncada from working at the Public Utilities Commission and Department of Public Transportation (now Municipal Transportation Agency).

(9) Municipal Transportation Agency's Report of Exempt Appointments under Charter Categories 10.104-16 through 10.104-18. (File No. 0666-02-1) - Action Item

Recommendation: Adopt report.

(10) Municipal Transportation Agency's Report of Provisional Appointments. (File No. 0667-02-1) - Action Item

Recommendation: Adopt report.

COMMISSIONER'S NEW BUSINESS

(11) Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1) - Action Item

July 1, 2002: Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.

Recommendation: Open for discussion.

EXECUTIVE OFFICER'S REPORT

(12) Status of the Civil Service Commission Budget - Fiscal Year 2002-2003. (File No. 0686-02-1)

Recommendation: Open for discussion.

(13) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

ORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
August 19, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

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2:22 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Spike Kahn, International Federation of Professional and Technical Engineers (IFPTE) Local 21 requested to speak on PSC #2000-02/03 in Item #5.

APPROVAL OF MINUTES

Special Meeting of August 5, 2002 - 1:00 p.m. - Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of August 5, 2002

Action: Approve. (Vote of 4 to 0)

Special Meeting of July 31, 2002 - 8:00 a.m.

Action: Approve. (Vote of 4 to 0)

(1) The Civil Service Commission Regular Meeting of September 2, 2002 is cancelled due to the Labor Day Holiday. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 16, 2002.

(2) The Commission recognized the recipients of the Fourth Annual Human Resources Director's Employee Recognition Awards as follows:

OUTSTANDING PERFORMANCE	Elizabeth Jacobi, EEO Unit
	Kerry Ko - Administrative Services Division
AWARD OF EXCELLENCE	
First Place	Gerry Redmond, Merit System Services
Second Place	William Lee, Administrative Services Division
Third Place	Marie Estrada, Health Services Division
	Ralph Ray, Workers' Compensation Division
SPECIAL AWARD	
Sustained Multi-Year Performance	Sandra L. Favale

The Civil Service Commission commended the Human Resources Director and the commitment of the award recipients and extended its appreciation of their valuable contributions to the work of the Civil Service Commission and the City and County of San Francisco.

0630-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-02/03	Juvenile Probation	$116,000 *Amended*	Will provide expert consultant and technical programming services for the Juvenile Justice computer system, integrating new modules and providing data for research, grant submissions and similar tasks as defined by the department.	Continuing	06/30/03
4015-02/03	Juvenile Probation	$225,000	Will manage the Department's program evaluation system, PrIDE, a comprehensive program evaluation system set up to measure the achievement of specific service objectives for youth placed in Juvenile Probation Department programs.	Regular	06/30/03

August 5, 2002: Postpone to the meeting of August 19, 2002.

Speakers:
Spike Kahn, IFPTE Local 21
Nicole Shaw-Owens, Juvenile Probation

0630-02-8 (continued)

Action: PSC #2000-02/03 amended to reflect that $58,000 is being brought in-house. Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote 4 to 0)

0664-02-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-02/03	Juvenile Probation	$65,000	Will provide a co-ed mentorship program for youth at risk of becoming serious juvenile offenders. Volunteer mentors recruited from the community will help youth in the maturation process through various interventions.	Regular	06/30/03
4027-02/03	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/03
4028-02/03	Juvenile Probation	$202,125	Will provide short-term residential care for youth awaiting long-term placement. Will also provide medical, educational and mental services for youth.	Regular	06/30/03
4029-02/03	Juvenile Probation	$455,000	Will provide intensive supervision, case management and monitor youth on probation through school attendance, court hearings, home visits and counseling.	Regular	06/30/03
4030-02/03	Arts Commission	$397,500	Will coordinate and supervise installation of LED screen and AV components for artwork; supervise and inspect design and fabrication of structure and armature that holds LED/video artwork' and create preliminary script for video.	Regular	12/31/02
4031-02/03	Arts Commission	$225,000	Will design and implement artworks to be integrated into five new branch libraries and one renovated branch library.	Regular	12/31/05
4032-02/03	Airport Commission	$240,000	Will continue to develop and implement a strategic marketing alliance with the Airport through joint offices in Shanghai, Peoples Republic of China, and in Tokyo, Japan.	Regular	06/30/03
4033-02/03	Children, Youth & Families	$80,000	Will develop, manage and implement a public awareness and outreach campaign for the Wellness Center Initiative.	Regular	06/30/03
4237-00/01	Children, Youth & Families	Increase Amount $400,000 New Amount $1,320,655	Will develop, implement, and analyze large-scale. process and outcome evaluation of Department-funded programs, as well as DCYC initiatives and programs, administered through other City Departments.	Regular	06/30/04

Speakers: Lonnie S. Holmes, Juvenile and Molly Stump, Deputy City Attorney spoke on PSC #4027-02/03.

0664-02-8 (continued)

Action:

(1) Commissioner Rosabella Safont requested she be recused from voting on PSC #4027-02/03 and PSC #4029-02/02. (Vote of 3 to 0)
(2) PSC #4027-02/03 postponed to the meeting of September 16, 2002. (Vote of 3 to 0)
(3) Adopt Human Resources Director's report on PSC #4029-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
(4) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0128-02-6 **Appeal by Epifanio Mendoza of the Human Resources Director's decision on his discrimination complaint. (Item No. 7)**

July 1, 2002: Postpone to the meeting of August 5, 2002 at the request of Clint Brayton, Attorney.

August 5, 2002: Postpone to the meeting of August 19, 2002 at the request of the Department of Human Resources.

Speakers: None.

Action: Off Calendar. (Vote of 4 to 0)

0665-02-7 **Request from Joseph Moncada, Sr. for reconsideration of a ban from working in a department. (Item No. 8)**

Speakers: Joseph Moncada, Sr., Appellant

Action: Adopt staff report. Approve removal of employment restriction banning Joseph Moncada from working at the Public Utilities Commission and Department of Public Transportation (now Municipal Transportation Agency). (Vote of 4 to 0)

0666-02-1 **Municipal Transportation Agency's Report of Exempt Appointments under Charter Categories 10.104-16 through 10.104-18. (Item No. 9)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt report. (Vote of 4 to 0)

0667-02-1 **Municipal Transportation Agency's Report of Provisional Appointments. (Item No. 10)**

Speakers:	Candy Heurlin, Municipal Transportation Agency
Action:	Adopt report. (Vote of 4 to 0)

0528-02-1 **Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (Item No. 11)**

July 1, 2002:	Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.
Speakers:	Duane Reno, Attorney
Action:	Postpone to the meeting of October 7, 2002.

0686-02-1 **Status of the Civil Service Commission Budget - Fiscal Year 2002-2003. (Item No. 12)**

Action:	The Commission authorized the Executive Officer to process a budget supplemental as necessary. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

Spike Kahn, IFPTE Local 21 asked for clarification of the September 16, 2002 meeting regarding the San Francisco Unified School District and Personal Service Contracts (Calendar Item #11). It was moved and seconded that this matter will be rescheduled for the meeting of October 7, 2002 due to the Yom Kippur holiday.

ADJOURNMENT

3:20 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, August 26, 2002

4:00 p.m.

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

08-22-02A11:50 RCVD

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PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 08/21/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

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San Francisco Lobbyist Ordinance

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

Closed

DONALD A. CASPER
PRESIDENT

RGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, August 26, 2002
4:00 p.m.

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I. The Special Meeting convened at 4:14 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5to 0)

Closed Session started at 4:17 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Commissioner
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Andrea Gourdine, Human Resources Director
Lizzette Henríquez, Civil Service Commission
Gene Rucker, Labor Negotiator, CSC

Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 6:11 p.m.

IV. Reconvened in open session at 6:12 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

6:13 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Closed

Monday, September 16, 2002

1:30 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.8 (a)(3)) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Pending Litigation.

Conference with Legal Counsel in Pending Litigation
City and County San Francisco vs. Civil Service Commission
State of California, Superior Court No. CPF-02-501387
(Discussion Item)

Recommendation: Open for Discussion.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 09/11/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

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H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

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VICE PRESIDENT

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COMMISSIONER

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COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed

Monday, September 16, 2002
1:30 p.m.

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I. The Special Meeting convened at 1:45 p.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.8 (a)(3)) and pursuant to California Government Code Section (54956.9) – Conference with Legal Counsel – Pending Litigation.

Action: The Commission voted to conduct a closed session. (Vote of 5 to 0)

Closed Session started at 1:46 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Lizzette Henríquez, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC

Conference with Legal Counsel in Pending Litigation
City and County San Francisco vs. Civil Service Commission
State of California, Superior Court No. CPF-02-501387 (Discussion Item)

Closed session ended at 2:22 p.m.

IV. Reconvened in open session at 2:23 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:24 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

09-13-02A11:49 RCVD

Regular Meeting
of
September 16, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 16, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of August 19, 2002 - 12:00 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of August 19, 2002

Recommendation: Approve.

Special Meeting of August 26, 2002 - 4:00 p.m. - Closed Session

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0664-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-02/03	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/03

August 19, 2002: Postpone to the meeting of September 16, 2002.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0743-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-02/03	Juvenile Probation	$138,600	Will provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis.	Regular	06/30/03
4035-02/03	City Planning	$250,000	Will prepare and implement specific plans for San Francisco neighborhoods, and assist staff with preparation of an environmental impact report (EIR) for the Market and Octavia; and Central Waterfront and Balboa Park neighborhood plans.	Regular	06/30/04
4036-02/03	Public Utilities Commission (Water)	$180,000	Will provide expert training in the areas of internal and external customer service; facilitation of conflict resolution and strategic planning; mediation and resolving disputes and conflicts; diversity training; and team building and group processes.	Regular	08/31/06

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-02/03	Mayor's Business & Economic Development - TI	$75,000	Will provide consultation and support for negotiation and drafting of conveyance documents especially for issues involving environmental indemnity and risk allocation and financing plans for the conveyance of former naval station Treasure Island.	Regular	03/31/03
4038-02/03	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03
4039-02/03	Adult & Aging Services	$150,000	Will develop a strategic plan to enable the Department of Aging and Adult Services to assume a lead role in a collaborative effort to build a comprehensive, consolidated system of care for vulnerable older and disabled adults.	Regular	01/31/04
4040-02/03	Adult & Aging Services	$1,121,954	Will provide development of SF-GetCare, a county-wide information system for consumers and a method to integrate community-based long-term care services.	Regular	09/30/03
4041-02/03	Arts Commission	$184,997	Will conduct creative writing classes with youth in need at 13 sites in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, recently immigrated, homeless, or in crisis.	Regular	06/30/03
4042-02/03	Civil Service Commission	Increase Amount $100,000 New Amount $120,000	Will provide outside legal services in handling an appeal and litigation related to an appeal before the Civil Service Commission.	Regular	12/31/02
4110-99/00	Airport	Increase Amount $95,000 New Amount $195,000	Will provide additional services for integration of the AirTrain System into printed information maps, signs for integration of BART Station, and T3 storefront redesign to assist traveling public through the airport environment.	Regular	01/01/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Review of request for approval of proposed personal services contracts. (File No. 0763-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4003-99/00	Airport	Increase Amount $5,291,558 New Amount $19,741,558	Will continue to conduct biological and hydrological analysis of environmental affects of potential runway reconfiguration in San Francisco Bay. Prepare draft of Environmental Impact Report and Environmental Impact Statement.	Regular	12/31/03
4043-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$5,700,000	Will perform Research and Development and technical program management work in the field of renewable energy technologies that may be used and benefit the energy usage within the City and County of San Francisco and promote environmentally safe forms of energy.	Regular	09/15/005
4044-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	Will provide a broad range of energy resource planning, development, and analysis services.	Regular	09/16/05

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) Municipal Transportation Agency Provisional Appointment Report. (File No. 0742-02-1) - Action Item

Recommendation of the Director of Transportation: Adopt report.

(9) **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (File No. 0351-02-6) - Action Item**

June 17, 2002:	Postpone to the meeting of July 15, 2002 at the request of Michael Ho.
July 15, 2002:	Postpone to the meeting of September 16, 2002 at the request of Michael Ho. The Commission stipulated this would be the last continuance granted.
Recommendation of the Executive Officer:	Postpone to the meeting of October 7, 2002 at the request of IFPTE Local 21 in honor of Yom Kippur.

(10) **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 0675-02-1) - Action Item**

Recommendation of the Human Resources Director:	Adopt report; Forward to the Board of Supervisors.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (File No. 0329-02-3) - Action Item**

April 15, 2002:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.
May 6, 2002:	Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403). The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits. Postpone to the meeting of May 20, 2002.

File No. 0329-02-3 (continued)

May 20, 2002:	The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.
June 3, 2002:	Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.
June 17, 2002:	Postpone to the meeting of July 15, 2002.
July 15, 2002:	Postpone to the meeting of September 16, 2002.
Recommendation of the Human Resources Director:	Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: Disciplinary release of entrance probationary appointment of Kenneth McElroy, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0405-02-7) - Action Item

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency.

(13) **Determination of future employability: Resignation unsatisfactory of permanent civil service appointment of Bennie Williams, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0431-02-7) - Action Item**

Recommendation of the Director of Transportation: Accept resignation as certified; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

(14) **Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0430-02-7) - Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status in class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

EXECUTIVE OFFICER'S REPORT

(15) **Supplemental Budget Request - Fiscal Year 2002/2003. (File No. 0756-02-1)**

Recommendation: Approve.

(16) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(17) **ADJOURNMENT**

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Regular Meeting
September 16, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

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CALL TO ORDER

2:32 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(1) Weston Hatch, TWU Local 250-A requested a postponement of Agenda Items 13 and 14. Request denied for Agenda Item #13

(2) Ed Warshauer, SEIU Local 790 spoke on Agenda Item #11

(3) Bill Fiore, IFPTE Local 21 and Ed Smeloff, Public Utilities Commission spoke on Agenda Item #7 (PSC #4043-02/03 and #4044-02/03).

APPROVAL OF MINUTES

Special Meeting of August 19, 2002 - 12:00 p.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of August 19, 2002

Action: Approve. (Vote of 5 to 0)

Special Meeting of August 26, 2002 - 4:00 p.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

0664-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-02/03	Juvenile Probation	$65,000	Will provide a delinquency prevention program for girls at risk of becoming serious juvenile offenders. Program to include the use of volunteer mentors recruited from the community.	Regular	06/30/03

August 19, 2002: Postpone to the meeting of September 16, 2002.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0743-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4034-02/03	Juvenile Probation	$138,600	Will provide a court ordered home detention and supervision program for up to twenty youth, on a daily basis.	Regular	06/30/03
4035-02/03	City Planning	$250,000	Will prepare and implement specific plans for San Francisco neighborhoods, and assist staff with preparation of an environmental impact report (EIR) for the Market and Octavia; and Central Waterfront and Balboa Park neighborhood plans.	Regular	06/30/04
4036-02/03 ***Over to 10/7/02***	Public Utilities Commission (Water)	$180,000	Will provide expert training in the areas of internal and external customer service; facilitation of conflict resolution and strategic planning; mediation and resolving disputes and conflicts; diversity training; and team building and group processes.	Regular	08/31/06
4037-02/03	Mayor's Business & Economic Development - TI	$75,000	Will provide consultation and support for negotiation and drafting of conveyance documents especially for issues involving environmental indemnity and risk allocation and financing plans for the conveyance of former naval station Treasure Island.	Regular	03/31/03
4038-02/03 ***Over to 10/7/02***	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03
4039-02/03	Adult & Aging Services	$150,000	Will develop a strategic plan to enable the Department of Aging and Adult Services to assume a lead role in a collaborative effort to build a comprehensive, consolidated system of care for vulnerable older and disabled adults.	Regular	01/31/04
4040-02/03	Adult & Aging Services	$1,121,954	Will provide development of SF-GetCare, a county-wide information system for consumers and a method to integrate community-based long-term care services.	Regular	09/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-02/03	Arts Commission	$184,997	Will conduct creative writing classes with youth in need at 13 sites in San Francisco. Teachers will serve youth who may be incarcerated, educationally disadvantaged, recently immigrated, homeless, or in crisis.	Regular	06/30/03
4042-02/03	Civil Service Commission	Increase Amount $100,000 New Amount $120,000	Will provide outside legal services in handling an appeal and litigation related to an appeal before the Civil Service Commission.	Regular	12/31/02
4110-99/00	Airport	Increase Amount $95,000 New Amount $195,000	Will provide additional services for integration of the AirTrain System into printed information maps, signs for integration of BART Station, and T3 storefront redesign to assist traveling public through the airport environment.	Regular	01/01/04

Speakers:

(1) Lonnie Holmes, Juvenile Probation spoke on PSC #4034-02/03.

(2) Bonita Davenport, Jasper Rubin and Paul Maltzer, City Planning spoke on PSC #4035-02/03.

(3) Eila Arbuckle, Mayor's Office of Business & Economic Development - TI spoke on PSC #4037-02/03.

(4) Bill Haskell, Adult & Aging Services spoke on PSC #4040-02/03.

(5) Anita Sanchez, Assistant Executive Officer spoke on PSC #4042-02/03.

(6) Marilyn Harding, Airport spoke on PSC #4110-99/00.

Action:

(1) Adopt Human Resources Director's report on PSC #4034-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 1; Commissioner Gorrono dissents).

(2) Postpone PSC #4036-02/03 and 4038-02/03 to the meeting of October 7, 2002.

(3) Adopt Human Resources Director's report on PSC #4042-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioners Pon and Safont missed vote).

(4) Adopt Human Resources Director's report on PSC #4110-99/00. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2; Commissioners Pon and Gorrono dissent).

(5) Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0763-02-8 **Review of request for approval of proposed personal services contracts. (File No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4003-99/00	Airport	Increase Amount $5,291,558 New Amount $19,741,558	Will continue to conduct biological and hydrological analysis of environmental affects of potential runway reconfiguration in San Francisco Bay. Prepare draft of Environmental Impact Report and Environmental Impact Statement.	Regular	12/31/03
4043-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$5,700,000	Will perform Research and Development and technical program management work in the field of renewable energy technologies that may be used and benefit the energy usage within the City and County of San Francisco and promote environmentally safe forms of energy.	Regular	09/15/005
4044-02/03 *Over to 10/7/02*	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	Will provide a broad range of energy resource planning, development, and analysis services.	Regular	09/16/05

Speakers: Kevin Kone, Airport spoke on PSC #4003-99/00
Ed Smeloff, Public Utilities Commission spoke on PSC #4043-02/03.
Bill Fiore, IFPTE Local 21 spoke on PSC #4044-02/03.

Action: Postpone PSC #4044-02/03 to the meeting of October 7, 2002 at the request of IFPTE Local 21 and the Public Utilities Commission. Adopt Human Resources Director's report on PSC #4003-99/00 and PSC #4043-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0742-02-1 **Municipal Transportation Agency Provisional Appointment Report. (Item No. 8)**

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0351-02-6 **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (Item No. 9)**

June 17, 2002: Postpone to the meeting of July 15, 2002 at the request of Michael Ho.

July 15, 2002: Postpone to the meeting of September 16, 2002 at the request of Michael Ho. The Commission stipulated this would be the last continuance granted.

Speakers: None.

Action: Postpone to the meeting of October 7, 2002 at the request of IFPTE Local 21 in honor of Yom Kippur. (Vote of 5 to 0)

0675-02-1 **Certification of the highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Item No. 10)**

Speakers: None.

Action: Adopt report; Forward to the Board of Supervisors. (Vote of 5 to 0)

0329-02-3 **Reconsideration of Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2002-2003. (Item No. 11)**

April 15, 2002: Adopt report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the Highest Prevailing Salary Schedules in the six Bay Area counties (Public & Private) in effect on April 15, 2002.

May 6, 2002: Grant request for reconsideration of Civil Service Commission action on April 15, 2002, on Salary Survey for Registered Nurse Classifications (Charter Section A8.403).

The Commission requests the City Attorney's opinion on the application of Charter Section A8.403 with reference to retirement benefits.

Postpone to the meeting of May 20, 2002.

0329-02-3 (continued)

May 20, 2002: The Commission directed representatives of the Department of Human Resources and Service Employees International Union Local 790 to meet and report back to the Civil Service Commission at its June 3, 2002 meeting; Instructed the Executive Officer to notify the Board of Supervisors that discussions are ongoing.

June 3, 2002: Postpone to the meeting of June 17, 2002 at the request of the Department of Human Resources.

June 17, 2002: Postpone to the meeting of July 15, 2002.

July 15, 2002: Postpone to the meeting of September 16, 2002.

Speakers: None.

Action: Off calendar. (Vote of 5 to 0)

0405-02-7 **Determination of future employability: Disciplinary release of entrance probationary appointment of Kenneth McElroy, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 12)**

Speakers: Weston Hatch, TWU Local 250-A

Action: Cancel any current examination and eligibility status in Class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency. (Vote of 5 to 0)
Mr. McElroy failed to appear.

0431-02-7 **Determination of future employability: Resignation unsatisfactory of permanent civil service appointment of Bennie Williams, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 13)**

Speakers: None.

Action: Accept resignation as certified; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency. (Vote of 5 to 0) Mr. Williams failed to appear.

0430-02-7 **Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 14)**

Speakers: Weston Hatch, TWU Local 250-A

Action: Postpone to the meeting of October 7, 2002 at the request of TWU Local 250-A. (Vote of 5 to 0)

0756-02-1 **Supplemental Budget Request - Fiscal Year 2002/2003. (Item No. 15)**

Speakers: Anita Sanchez, Assistant Executive Officer

Action: Authorize Executive Officer to request Budget Supplemental in the amount of $150,000 and for the Executive Officer to obtain from Littler Mendelson details of future costs; Approve report. (Vote of 5 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Wednesday, October 2, 2002

8:00 a.m. – 12:00 Noon

Room 408, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE ROOM LOCATION!!!

9-30-02A

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Civil Service Commission Strategic Planning Retreat.

a) Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement and an Outline of Discussion. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

V. Adjournment.

Please Note: ***Documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.***

Posted 9/25/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission

Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force,
1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

Civil Service Commission
City and County of San Francisco

Minutes of Special Meeting

Wednesday, October 2, 2002
8:00 a.m. – 12:00 Noon

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Donald A. Casper
President

Organ R. Gorrono
Vice President

Adrienne Pon
Commissioner

Linda Richardson
Commissioner

Rosabella Safont
Commissioner

Kate Favetti
Executive Officer

I. The Special Meeting convened at 8:41 a.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon (missed item I)
Commissioner Linda Richardson (missed items I & II)
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Spike Kahn, Local 21 spoke on the Personal Services Contracts and also about a typo in Charter Section 10.104.8

III. Civil Service Commission Strategic Planning Retreat.

a) Commissioners have been provided with copies of Charter Sections 10.100 through 10.105, 8A.104 and A8.409, the Civil Service Commission Mission and Vision Statement and an Outline of Discussion. Additional relevant documents may be provided to the Civil Service Commissioners at the meeting.

Speakers:
Molly Stump, Deputy City Attorney
Monique Zmuda, Assistant Controller
Ben Rosenfield, Mayor's Budget Director

IV. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

V. Adjournment.

12:00 Noon

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

Monday, October 7, 2002

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 10/2/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

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B. Policy Requiring Written Reports

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For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

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1. Opening summary of case (brief overview);
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4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

07/02

Special-Closed

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, October 7, 2002
1:00 p.m.

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I. The Special Meeting convened at 1:19 p.m.

Present:

Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 1:25 p.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Martin Gran, City Attorney's Office
Lizzette Henríquez, Civil Service Commission
Linda M. Ross, City Attorney's Office
Gene Rucker, Civil Service Commission
Marsha Stroope, Department of Human Resources
Molly Stump, City Attorney's Office

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 3:19 p.m.

IV. Reconvened in open session at 3:19 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any or all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

3:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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/7/02

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

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LINDA RICHARDSON
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AGENDA

Regular Meeting
of
October 7, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONER'S OTHER BUSINESS

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 7, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of September 16, 2002 - 1:30 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of September 16, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for pub-lic view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0763-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4044-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	Will provide a broad range of energy resource planning, development, and analysis services.	Regular	09/16/05

September 16, 2002: Postpone to the meeting of October 7, 2002.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0743-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-02/03	Public Utilities Commission (Water)	$180,000	Will provide expert training in the areas of internal and external customer service; facilitation of conflict resolution and strategic planning; mediation and resolving disputes and conflicts; diversity training; and team building and group processes.	Regular	08/31/06
4038-02/03	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03

September 16, 2002:	Postpone to the meeting of October 7, 2002.
Recommendation of the Human Resources Director:	Postpone PSC #4038-02/03 to the meeting of October 21, 2002 at the request of Treasure Island Development Authority; Adopt Human Resources Director's report on PSC #4036-02/03. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0819-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$550,000	Will provide consultant services to assist staff in data collection and analyses, development of conceptual reports, design plans and specifications, and construction management support to upgrade or replace communication systems at remote PUC sites.	Regular	09/30/06
4046-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$300,000	Will conduct Risk/Situation Assessment, prepare Risk Management Strategy and Implementation Strategy, develop and assist with the Implementation of Risk Management Tools and Metrics and recommend appropriate policies and procedures.	Regular	09/30/03
4047-02/03	Airport	$300,000	Will advise and assist the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving and maintaining full compliance with state regulations.	Regular	06/30/05
4048-02/03	Public Works	$60,000	Will prepare design development drawings for the construction contracts of six (6) alleys in Chinatown conforming to the Alleyway Renovation Master plan; and serve as community liaison and provide outreach services, in English and Chinese.	Regular	12/31/04
4049-02/03	Public Works	$660,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owners.	Regular	06/30/03
4050-02/03	Children, Youth & Families	$400,000	Will provide consulting services, workshops, and one-on-one coaching to community-based organizations (CBOs) that provide children and youth services in San Francisco.	Regular	06/30/03
4051-02/03	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06
4052-02/03	Municipal Transportation Agency	$350,000	Will provide assessment, counseling and classroom training for incumbent Muni employees at every level and occupational specialty to promote the advancement of employees to jobs requiring skills other than those necessary in their current job.	Regular	12/30/03
4053-02/03	Municipal Transportation Agency	$750,000	Will provide specialized professional and technical engineering services including planning, programming, designing, and analyzing electrical and mechanical systems, railway-signaling systems, radio based communications systems and software.	Regular	11/01/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $210,000	Will provide evaluation services for a demonstration program that serves children ages 0 - 6 years old who are victims of violence.	Regular	12/31/03
4081-99/00	Public Health	Increase Amount $700,000 New Amount $1,700,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

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(8) **Appeal by Michael Rodman of the Human Resources Director's action in sexual harassment complaint. (File No. 0628-02-6) - Action Item**

Recommendation of DBI and the Human Resources Director:	Deny appeal; uphold the decision of the Human Resources Director.

(9) **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (File No. 0351-02-6) - Action Item**

June 17, 2002:	Postpone to the meeting of July 15, 2002 at the request of Michael Ho.
July 15, 2002:	Postpone to the meeting of September 16, 2002 at the request of Michael Ho. The Commission stipulated this would be the last continuance granted.
September 16, 2002:	Postpone to the meeting of October 7, 2002 at the request of IFPTE Local 21 in honor of Yom Kippur.
Recommendation of DTIS and the Human Resources Director:	Deny the appeal by Michael Ho. Sustain the decision of the Human Resources Director. The Commission stipulated this would be the last continuance granted.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) Determination of future employability: Dismissal of permanent civil service appointment of Michael Chambers, Storekeeper (Job Code 1934) Department of Telecommunications & Information Services. (File No. 0648-00-7) - Action Item

Recommendation of DTIS and the Human Resources Director:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Telecommunications and Information Services.

(11) Appeal of automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (File No. 0145-02-7) - Action Item

March 4, 2002:	Off calendar.
Recommendation of the Department of Human Services:	Cancel any current examination and eligibility; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services.

(12) Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (File No. 0598-02-7) - Action Item

Recommendation of the Human Resources Director:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

COMMISSIONER'S OTHER BUSINESS

(13) **Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1) - Action Item**

July 1, 2002:	Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.
August 19, 2002:	Postpone to the meeting of October 7, 2002.
Recommendation:	Open for discussion.

EXECUTIVE OFFICER'S REPORT

(14) **Civil Service Commission Goals and Objectives - Fiscal Year 2002/2003. (File No. 0823-02-1)**

Recommendation: Approve.

(15) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(16) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

Regular Meeting
October 7, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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CALL TO ORDER

3:28 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present (missed Items 9, 10, 11, 12, 13 & 14)
Commissioner Linda Richardson	Present (missed Items 9, 10, 11, 12, 13 & 14)
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(1) Andre Spearman, SEIU Local 790 asked for clarification on whether he would be allowed to speak on Agenda Item #8 at a later time.
(2) Spike Kahn, IFPTE Local 21 requested that the Commissioners scrutinize the proposed personal services contracts to insure that civil service classes are not able to perform the work.

APPROVAL OF MINUTES

Special Meeting of September 16, 2002 - 1:30 p.m. - Closed Session

Action: Approve. (Vote of 5 to 0)

Regular Meeting of September 16, 2002

Action: Approve. (Vote of 5 to 0)

0763-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

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4044-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$6,000,000	Will provide a broad range of energy resource planning, development, and analysis services.	Regular	09/16/05

September 16, 2002: Postpone to the meeting of October 7, 2002.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0743-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4036-02/03	Public Utilities Commission (Water)	$180,000	Will provide expert training in the areas of internal and external customer service; facilitation of conflict resolution and strategic planning; mediation and resolving disputes and conflicts; diversity training; and team building and group processes.	Regular	08/31/06
4038-02/03 *Over to meeting of 10/21/02*	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03

September 16, 2002: Postpone to the meeting of October 7, 2002.

Speakers: None.

Action: Postpone PSC #4038-02/03 to the meeting of October 21, 2002 at the request of Treasure Island Development Authority; Adopt Human Resources Director's report on PSC #4036-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0819-02-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$550,000	Will provide consultant services to assist staff in data collection and analyses, development of conceptual reports, design plans and specifications, and construction management support to upgrade or replace communication systems at remote PUC sites.	Regular	09/30/06
4046-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$300,000	Will conduct Risk/Situation Assessment, prepare Risk Management Strategy and Implementation Strategy, develop and assist with the Implementation of Risk Management Tools and Metrics and recommend appropriate policies and procedures.	Regular	09/30/03
4047-02/03	Airport	$300,000	Will advise and assist the Airport in promptly submitting noise reports and noise contour maps on the status of the noise impact area and the progress in achieving and maintaining full compliance with state regulations.	Regular	06/30/05
4048-02/03	Public Works	$60,000	Will prepare design development drawings for the construction contracts of six (6) alleys in Chinatown conforming to the Alleyway Renovation Master plan; and serve as community liaison and provide outreach services, in English and Chinese.	Regular	12/31/04
4049-02/03	Public Works	$660,000	Will provide and coordinate a tree planting program which includes maintaining trees on public streets and planting trees in privately-maintained corridors to be maintained by the property owners.	Regular	06/30/03
4050-02/03	Children, Youth & Families	$400,000	Will provide consulting services, workshops, and one-on-one coaching to community-based organizations (CBOs) that provide children and youth services in San Francisco.	Regular	06/30/03
4051-02/03 *Over to the meeting of 11/4/02*	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06
4052-02/03	Municipal Transportation Agency	$350,000	Will provide assessment, counseling and classroom training for incumbent Muni employees at every level and occupational specialty to promote the advancement of employees to jobs requiring skills other than those necessary in their current job.	Regular	12/30/03
4053-02/03	Municipal Transportation Agency	$750,000	Will provide specialized professional and technical engineering services including planning, programming, designing, and analyzing electrical and mechanical systems, railway-signaling systems, radio based communications systems and software.	Regular	11/01/04
4077-01/02	Children, Youth & Families	Increase Amount $100,000 New Amount $210,000	Will provide evaluation services for a demonstration program that serves children ages 0 - 6 years old who are victims of violence.	Regular	12/31/03
4081-99/00	Public Health	Increase Amount $700,000 New Amount $1,700,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/31/04

0819-02-8 (continued)

Speakers:

Tracy Cael and Michael Scholder, Public Utilities Commission spoke on PSC #4045-02/03 and PSC 4046-02/03.
Jon Long, Airport Commission spoke on PSC #4047-02/03.
Sherman Y. Hom, Department of Public Works spoke on PSC #4048-02/03.
Tony Wolcott, Acting Urban Forester spoke on PSC #4049-02/03.
Vinh Thomas and Atina Lim, Children, Youth & Families spoke on PSC #4050-02/03.
Galen Leung, Department of Public Health spoke on PSC #4051-02/03 and PSC #4081-02/03.
John Madden, Madden & Associates spoke on PSC #4052-02/03.

Action:

Postpone PSC #4051-02/03 to the meeting of November 4, 2002; Adopt Human Resources Director's report all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0628-02-6 **Appeal by Michael Rodman of the Human Resources Director's action in sexual harassment complaint. (Item No. 8)**

Speakers:

Dorothy Yee, Department of Human Resources-EEO
Amy Lee, Department of Building Inspection
John Marquez, Department of Building Inspection
Michael Rodman, Appellant
Andre Spearman, SEIU Local 790

Action:

Deny appeal; uphold the decision of the Human Resources Director. (Vote of 4 to 1; Commissioner Richardson dissents.)

0351-02-6 **Appeal by Michael Ho of the Human Resources Director's decision on his discrimination complaint. (Item No. 9)**

June 17, 2002:	Postpone to the meeting of July 15, 2002 at the request of Michael Ho.
July 15, 2002:	Postpone to the meeting of September 16, 2002 at the request of Michael Ho. The Commission stipulated this would be the last continuance granted.
September 16, 2002:	Postpone to the meeting of October 7, 2002 at the request of IFPTE Local 21 in honor of Yom Kippur. The Commission stipulated this would be the last continuance granted.
Speakers:	Silvia Castellanos, Department of Human Resources Michael Ho, Appellant Tanis Stewart and Gail Kuwamoto, Department of Telecommunications & Information Services
Action:	Deny the appeal by Michael Ho. Sustain the decision of the Human Resources Director. (Vote of 3 to 0; Commissioners Pon and Richardson missed vote.)

0648-00-7 **Determination of future employability: Dismissal of permanent civil service appointment of Michael Chambers, Storekeeper (Job Code 1934) Department of Telecommunications & Information Services. (Item No. 10)**

Speakers:	None.
Action:	Postpone to the meeting of October 21, 2002. (Vote of 3 to 0; Commissioners Pon and Richardson missed vote.)

0145-02-7 **Appeal of automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (Item No. 11)**

March 4, 2002:	Off calendar.
Speakers:	None.
Action:	Postpone to the meeting of October 21, 2002 at the request of John Prentice, Attorney for Ms. Santiago. (Vote of 5 to 0)

0598-02-7	**Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (Item No. 12)**	
	Speakers	None.
	Action:	Postpone to the meeting of October 21, 2002. (Vote of 3 to 0; Commissioners Pon and Richardson missed vote.)
0528-02-1	**Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (Item No. 13)**	
	July 1, 2002:	Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.
	August 19, 2002:	Postpone to the meeting of October 7, 2002.
	Speakers:	None.
	Action:	Postpone to the meeting of October 21, 2002. (Vote of 3 to 0; Commissioners Pon and Richardson missed vote.)
0823-02-1	**Civil Service Commission Goals and Objectives - Fiscal Year 2002/2003. (Item No. 14)**	
	Speakers:	None.
	Action:	Postpone to the meeting of October 21, 2002. (Vote of 3 to 0; Commissioners Pon and Richardson missed vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

6:42 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/21/02

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 21, 2002

DOCUMENTS DEPT.
OCT 16 2002
SAN FRANCISCO
PUBLIC LIBRARY

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

SPECIAL ORDER OF BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curb-side parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 21, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of October 2, 2002 - 8:00 a.m. - Open Session

Recommendation: Approve.

Special Meeting of October 7, 2002 - 1:00 p.m. - Closed Session

Recommendation: Approve.

Regular Meeting of October 7, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

SPECIAL ORDER OF BUSINESS

2:00 P.M.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(5) **Determination of future employability: Dismissal of permanent civil service appointment of Michael Chambers, Storekeeper (Job Code 1934) Department of Telecommunications & Information Services. (File No. 0648-00-7) - Action Item**

October 7, 2002:	Postpone to the meeting of October 21, 2002.
Recommendation of DTIS and the Human Resources Director:	Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Telecommunications and Information Services.

(6) **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (File No. 0598-02-7) - Action Item**

October 7, 2002:	Postpone to the meeting of October 21, 2002.
Recommendation of the Human Resources Director:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

COMMISSIONER'S OTHER BUSINESS

(7) Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (File No. 0528-02-1) - Action Item

July 1, 2002:	Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.
August 19, 2002:	Postpone to the meeting of October 7, 2002.
October 7, 2002:	Postpone to the meeting of October 21, 2002.
Recommendation:	Open for discussion.

END OF SPECIAL ORDER

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(8) Review of request for approval of proposed personal services contracts. (File No. 0743-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4038-02/03	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03

File No. 0743-02-8 (continued)

September 16, 2002:	Postpone to the meeting of October 7, 2002.
October 7, 2002:	Postpone to the meeting of October 21, 2002 at the request of the Treasure Island Development Authority.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(9) **Review of request for approval of proposed personal services contracts. (File No. 0883-02-8) - Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-02/03	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06
4055-02/03	Arts Commission	$2,500,000	Will provide construction documents, fabricate, transport and install art projects for the new Laguna Honda Hospital.	Regular	08/31/08
4056-02/03	Human Resources	$230,000	Will provide needs assessment and analysis of a new Workers' Compensation Division's Risk Management Information Systems (RMIS).	Regular	06/30/03
4057-02/03	Controller	$250,000	Will provide survey research and consulting services for annual Citizen Survey and other surveys as needed.	Regular	10/14/05

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(10) **Municipal Transportation Agency Provisional Appointment Report. (File No. 0884-02-1) - Action Item**

Recommendation of the Director of Transportation:	Adopt report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (File No. 0885-02-1) - Action Item

Recommendation of the Human Resources Director:	Open for discussion.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0430-02-7) - Action Item

September 16, 2002:	Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status in class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

EXECUTIVE OFFICER'S REPORT

(13) **Civil Service Commission Goals and Objectives - Fiscal Year 2002/2003. (File No. 0823-02-1)**

October 7, 2002: Postpone to the meeting of October 21, 2002.

Recommendation: Approve.

(14) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

(15) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

5

/21/02

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
October 21, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

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OCT 25 2002
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:10 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Excused
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of October 2, 2002 - 8:00 a.m. - Open Session

Action: Approve. (Vote of 3 to 0)

Special Meeting of October 7, 2002 - 1:00 p.m. - Closed Session

Action: Approve. (Vote of 3 to 0)

Regular Meeting of October 7, 2002

Action: Approve. (Vote of 3 to 0)

0648-00-7 **Determination of future employability: Dismissal of permanent civil service appointment of Michael Chambers, Storekeeper (Job Code 1934) Department of Telecommunications & Information Services. (Item No. 5)**

October 7, 2002: Postpone to the meeting of October 21, 2002.

Speakers: None.

Action: Approve request by Michael Chambers to withdraw his appeal. (Vote of 3 to 0)

0598-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (Item No. 6)**

October 7, 2002: Postpone to the meeting of October 21, 2002.

Speakers:
Luenna H. Kim, Department of Public Health
Michele Washington, Appellant (upon arrival)

Action:

1. Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service. Ms. Washington failed to appear. (Vote of 3 to 0)
2. Rescind previous action to adopt the recommendation of the Human Resources Director and the Department of Public Health when Ms. Washington appeared before adjournment of meeting. (Vote of 3 to 0)
3. Postpone to the meeting of November 4, 2002 at the request of Michele Washington. (Vote of 3 to 0)

0528-02-1 **Civil Service Commission Policy on Personal Service Contracts applicable to the San Francisco Unified School District. (Item No. 7)**

July 1, 2002: Requested the City Attorney to provide the Commission with its position/opinion on the San Francisco Unified School District submitting its contracts to the Civil Service Commission for review, as well as the San Francisco Community College District. Directed the Executive Officer to calendar when City Attorney submits this information.

August 19, 2002: Postpone to the meeting of October 7, 2002.

October 7, 2002: Postpone to the meeting of October 21, 2002.

0528-02-1 (continued)

Speakers: Jeffrey Sloan, Legal Counsel for the San Francisco Unified School District.
Duane Reno, Legal Counsel for the IFPTE Local 21.

Action: Seek the opinion of the Office of the City Attorney of the Civil Service Commission's jurisdiction and authority to review personal service contracts of the San Francisco Unified School District and Community College District. (Vote of 3 to 0)

0743-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4038-02/03	Mayor's Business & Economic Development - TI	$130,000	Will provide economic, financial, and fiscal analysis for the preparation of application for the Economic Development Conveyance of former naval station at Treasure Island from the US Navy to the City; and to support adoption of a Redevelopment Plan.	Regular	12/31/03

September 16, 2002: Postpone to the meeting of October 7, 2002.

October 7, 2002: Postpone to the meeting of October 21, 2002 at the request of the Treasure Island Development Authority.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0883-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 9)**

PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4054-02/03 *Over to 11/4/2002*	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06
4055-02/03	Arts Commission	$2,500,000	Will provide construction documents, fabricate, transport and install art projects for the new Laguna Honda Hospital.	Regular	08/31/08
4056-02/03	Human Resources	$230,000	Will provide needs assessment and analysis of a new Workers' Compensation Division's Risk Management Information Systems (RMIS).	Regular	06/30/03
4057-02/03	Controller	$250,000	Will provide survey research and consulting services for annual Citizen Survey and other surveys as needed.	Regular	10/14/05

0883-02-8 (continued)

Speakers: None.

Action: Postpone PSC #4054-02/03 to the meeting of November 4, 2002 at the request of the Public Utilities Commission; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

0884-02-1 **Municipal Transportation Agency Provisional Appointment Report. (Item No. 10)**

Speakers: Candy Heurlin, Municipal Transportation Agency

Action: Adopt report. (Vote of 3 to 0)

0885-02-1 **Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (Item No. 11)**

Speakers: None.

Action: Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources. (Vote of 3 to 0)

0430-02-7 **Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Action No. 12)**

September 16, 2002: Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.

Speakers:
Mike Casey, Municipal Transportation Agency
Weston Hatch, TWU Local 250-A
Howard Specter, Attorney for Ms. Dixon
Yovanda Dixon, Appellant

0430-02-7 (continued)

Action: The Commission requested additional information for the record including copies of passenger complaints, no shows (T-12's), the videotape retrieved from the establishment by San Francisco Police Department, supervisory statements, either in person or written on Ms. Dixon's time off, and the appearance of key personnel. The Executive Officer was authorized to issue a subpoena for the production of records in the event such records were not voluntarily submitted upon request. Postpone to the meeting of November 4, 2002. (Vote of 3 to 0)

0823-02-1 **Civil Service Commission Goals and Objectives - Fiscal Year 2002/2003. (Item No. 13)**

October 7, 2002: Postpone to the meeting of October 21, 2002.

Speakers: Kate Favetti, Executive Officer

Action: Approve. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

David Sweeney spoke on problems regarding the appeals process; Requested a change in Civil Service Commission Rules to take into consideration work schedules in regards to timely appeals.

ADJOURNMENT

5:10 p.m.

Adjourned in memory of Christopher Callorina, nephew of Assistant Executive Officer Anita Sanchez. The Commission directed the Executive Officer to convey its condolences to the Callorina family.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
November 4, 2002

ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RECOGNITION OF AWARDS

RATIFICATION AGENDA

SPECIAL ORDER OF BUSINESS

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

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NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 4, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of October 21, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(5) RECOGNITION OF AWARDS

PUBLIC MANAGERIAL EXCELLENCE AWARDS 2002

Gigi Harrington	Deputy General Manager Finance and Administration San Francisco Municipal Railway
Wanda Jung	Program Manager Department of Human Services
Bill Lehew	Head Electrician San Francisco International Airport
Monique Moyer	Director, Mayor's Office of Public Finance
Peg Stevenson	City Projects Director Controller's Office

OTHER 2002 AWARD NOMINEES

David Andersen, San Francisco Fire Department	Donna Medley, Office of Citizen Complaint
Sandy Cuadra, Department of Public Works	Ara Minasian, Department of Administrative Services
Christine Falvey, Department of Public Works	Robert Navarro, San Francisco Fire Department
Leonardo Fermin, San Francisco International Airport	Mohammed Nuru, Department of Public Works
Jean Field, Office of Citizen Complaint	Vivian Pisano, San Francisco Public Library
David Frieders, Agriculture Commissioner	George Reynolds, Department of Parking & Traffic
Carl Friedman, Department of Animal Care & Control	Fred Sanchez, San Francisco Fire Department
Donald T. Gerhardt, San Francisco Fire Department	Karen Sechser, Department of Human Services
Stephen Gordon, San Francisco International Airport	Jesse Smith, City Attorney's Office
Diana Guevara, Department of Public Health	Bridget Smith, Department of Parking & Traffic
Rupert Jenkins, San Francisco Art Commission	Richard Veal, San Francisco Fire Department
Gloria Louie, San Francisco International Airport	Andy Zanoff, San Francisco Fire Department
Samara Marion, Office of Citizen Complaints	

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Review of request for approval of proposed personal services contracts. (File No. 0883-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-02/03 *Over to 11/4/02*	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) Review of request for approval of proposed personal services contracts. (File No. 0914-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-02/03	Arts Commission	$98,000	Will complete design development, fabricate, transport and install a work of art for the Ocean View Recreation Center.	Regular	9/30/06
4059-02/03	Public Works	$2,000,000	Will provide as-needed special inspection and testing services for the City's building construction and renovation projects.	Regular	12/31/04
4060-02/03	Airport Commission	$100,000	Will represent the Airport in Washington, D.C. for many federal issues raised by increased security mandates and all other relevant issues.	Regular	06/30/03
4061-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$7,399,081	Will design, deliver and install a functionally complete and operational Photovoltaic (PV) System and Energy Efficiency Measures (ECMs) at the Moscone Convention Center.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4062-02/03	Airport Commission	Increase Amount $51,750 New Amount $85,000	Will provide parking citation processing and revenue collection services for vehicles on San Francisco Airport property.	Regular	06/30/04

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

SPECIAL ORDER OF BUSINESS

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(8) **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (File No. 0598-02-7) - Action Item**

October 7, 2002: Postpone to the meeting of October 21, 2002.

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of Michele Washington.

Recommendation of the Human Resources Director: Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

END SPECIAL ORDER OF BUSINESS

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Proposed Civil Service Commission Meeting Schedule for Calendar Year 2003. (File No. 0915-02-1) - Action Item

Recommendation: Approve.

(10) Appeal by Edwin Marsullo of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0683-02-4) - Action Item

Recommendation: Continue to the meeting of November 18, 2002 at the request of Edwin Marsullo.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(11) Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (File No. 0885-02-1) - Action Item

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.

Recommendation of the Human Resources Director: Open for discussion.

(12) Appeal by Jonathan Miller of the Human Resources Director's decision on his discrimination complaint. (File No. 0532-02-6) - Action Item

Recommendation of the Human Resources Director: Deny the appeal by Jonathan Miller. Sustain the decision of the Human Resources Director.

(13) Appeal by Gerard Garcia of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0694-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Gerard Garcia. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(14) Appeal by Joseph Giovara of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0691-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Joseph Giovara. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(15) Appeal by Casey Mooningham of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0695-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Casey Mooningham. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(16) Appeal by Vince Moreci of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0677-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Vince Moreci. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(17) Appeal by John Murnane of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0689-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by John Murnane. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(18) Appeal by Terry Tong of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0692-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Terry Tong. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(19) Appeal by Juan Vargas of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0699-02-4) - Action Item

Recommendation of the SFFD and the Human Resources Director:	Deny the appeal by Juan Vargas. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(20) Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0430-02-7) - Action Item

September 16, 2002:	Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.
October 21, 2002:	The Commission requested additional information for the record including copies of passenger complaints, no shows (T-12's), the videotape retrieved from the establishment by San Francisco Police Department, supervisory statements, either in person or written on Ms. Dixon's time off, and the appearance of key personnel. The Executive Officer was authorized to issue a subpoena for the production of records in the event such records were not voluntarily submitted upon request. Postpone to the meeting of November 4, 2002.
Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status in class 9163 Transit Operator; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; No future employment with the Municipal Transportation Agency that requires a Class B or Class BP drivers license.

(21) **Appeal of automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (File No. 0145-02-7) - Action Item**

March 4, 2002:	Off calendar.
October 7, 2002:	Postpone to the meeting of November 4, 2002 at the request of John Prentice, Attorney for Ms. Santiago.
Recommendation of the Department of Human Services:	Cancel any current examination and eligibility; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services.

(22) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 4, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

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2:09 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Excused
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 21, 2002

Action: Approve. (Vote of 4 to 0)

The Commission directed the Executive Officer to convey its congratulations to Ted Yamasaki, Department of Human Resources on receiving the CPS/International Personnel Management Association's 2002 Innovation Grant.

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

PUBLIC MANAGERIAL EXCELLENCE AWARDS 2002

Gigi Harrington	Deputy General Manager Finance and Administration San Francisco Municipal Railway
Wanda Jung	Program Manager Department of Human Services
Bill Lehew	Head Electrician San Francisco International Airport
Monique Moyer	Director, Mayor's Office of Public Finance
Peg Stevenson	City Projects Director Controller's Office

OTHER 2002 AWARD NOMINEES

David Andersen, San Francisco Fire Department	Donna Medley, Office of Citizen Complaint
Sandy Cuadra, Department of Public Works	Ara Minasian, Department of Administrative Services
Christine Falvey, Department of Public Works	Robert Navarro, San Francisco Fire Department
Leonardo Fermin, San Francisco International Airport	Mohammed Nuru, Department of Public Works
Jean Field, Office of Citizen Complaint	Vivian Pisano, San Francisco Public Library
David Frieders, Agriculture Commissioner	George Reynolds, Department of Parking & Traffic
Carl Friedman, Department of Animal Care & Control	Fred Sanchez, San Francisco Fire Department
Donald T. Gerhardt, San Francisco Fire Department	Karen Sechser, Department of Human Services
Stephen Gordon, San Francisco International Airport	Jesse Smith, City Attorney's Office
Diana Guevara, Department of Public Health	Bridget Smith, Department of Parking & Traffic
Rupert Jenkins, San Francisco Art Commission	Richard Veal, San Francisco Fire Department
Gloria Louie, San Francisco International Airport	Andy Zanoff, San Francisco Fire Department
Samara Marion, Office of Citizen Complaints	

Action: The Commission congratulated the awardees and nominees and directed the Executive Officer to convey its appreciation for a job well done. (Vote of 4 to 0)

0883-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-02/03 *Over to 11/4/02*	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Public Utilities Commission.

Speakers: None.

Action: Off calendar. (Vote of 4 to 0)

0914-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4058-02/03	Arts Commission	$98,000	Will complete design development, fabricate, transport and install a work of art for the Ocean View Recreation Center.	Regular	9/30/06
4059-02/03	Public Works	$2,000,000	Will provide as-needed special inspection and testing services for the City's building construction and renovation projects.	Regular	12/31/04
4060-02/03	Airport Commission	$100,000	Will represent the Airport in Washington, D.C. for many federal issues raised by increased security mandates and all other relevant issues.	Regular	06/30/03
4061-02/03	Public Utilities Commission (Hetch Hetchy & Bureaus)	$7,399,081	Will design, deliver and install a functionally complete and operational Photovoltaic (PV) System and Energy Efficiency Measures (ECMs) at the Moscone Convention Center.	Regular	12/31/03
4062-02/03	Airport Commission	Increase Amount $51,750 New Amount $85,000	Will provide parking citation processing and revenue collection services for vehicles on San Francisco Airport property.	Regular	06/30/04

Speakers: Martha Peterson, Airport Commission spoke on PSC #4062-02/03.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0598-02-7	**Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (Item No. 8)**	
	October 7, 2002:	Postpone to the meeting of October 21, 2002.
	October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of Michele Washington.
	Speakers:	None.
	Action:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health. (Vote of 4 to 0)
0915-02-1	**Proposed Civil Service Commission Meeting Schedule for Calendar Year 2003. (Item No. 9)**	
	Speakers:	None.
	Action:	Approve. (Vote of 4 to 0)
0683-02-4	**Appeal by Edwin Marsullo of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 10)**	
	Speakers:	None.
	Action:	Postpone to the meeting of November 18, 2002 at the request of Edwin Marsullo. (Vote of 4 to 0)
0885-02-1	**Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (Item No. 11)**	
	October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.
	Speakers:	None.
	Action:	Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources. (Vote of 4 to 0)

0532-02-6	**Appeal by Jonathan Miller of the Human Resources Director's decision on his discrimination complaint. (Item No. 12)**		
	Speakers:	Elizabeth Jacobi, Department of Human Resources Diana Garcia, Department of Human Resources Jonathan Miller, Appellant Donna Marion, San Francisco Public Library Karen Sondheim, San Francisco Public Library	
	Action:	Deny the appeal by Jonathan Miller. Sustain the decision of the Human Resources Director. (Vote of 4 to 0)	
0694-02-4	**Appeal by Gerard Garcia of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 13)**		
	Speakers:	Lorrie Kalos, San Francisco Fire Department Gerard Garcia, Appellant	
	Action:	1. Deny the appeal by Gerard Garcia. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 2 to 2; Commissioners Casper and Gorrono dissent). 2. Postpone to the meeting of November 18, 2002. Mr. Garcia to submit additional information.	
0691-02-4	**Appeal by Joseph Giovara of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 14)**		
	Speakers:	Lorrie Kalos, San Francisco Fire Department Sylvia Courtney, Attorney Joseph Giovara, Appellant	
	Action:	Grant the appeal by Joseph Giovara. (Vote of 3 to 1; Commissioner Safont dissents).	
0695-02-4	**Appeal by Casey Mooningham of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 15)**		
	Speakers:	Lorrie Kalos, San Francisco Fire Department Casey Mooningham, Appellant	
	Action:	Deny the appeal by Casey Mooningham. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 4 to 0)	

0677-02-4 **Appeal by Vince Moreci of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 16)**

Speakers: None.

Action: Deny the appeal by Vince Moreci. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 4 to 0). Mr. Moreci failed to appear.

0689-02-4 **Appeal by John Murnane of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 17)**

Speakers: Lorrie Kalos, San Francisco Fire Department
John Murnane, Appellant

Action: Grant the appeal by John Murnane. (Vote of 3 to 1; Commissioner Safont dissents).

0692-02-4 **Appeal by Terry Tong of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 18)**

Speakers: None.

Action: Postpone to the meeting of December 2, 2002 at the request of Mr. Tong's attorney. (Vote of 4 to 0)

0699-02-4 **Appeal by Juan Vargas of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 19)**

Speakers: None.

Action: Deny the appeal by Juan Vargas. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 4 to 0) Mr. Vargas failed to appear.

0430-02-7 **Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 20)**

September 16, 2002: Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.

0430-02-7 (continued)

October 21, 2002: The Commission requested additional information for the record including copies of passenger complaints, no shows (T-12's), the videotape retrieved from the establishment by San Francisco Police Department, supervisory statements, either in person or written on Ms. Dixon's time off, and the appearance of key personnel. The Executive Officer was authorized to issue a subpoena for the production of records in the event such records were not voluntarily submitted upon request. Postpone to the meeting of November 4, 2002.

Speakers: None.

Action: Postpone to the meeting of November 18, 2002 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

0145-02-7 **Appeal of automatic resignation of Sixta Santiago, permanent civil service Eligibility Worker Supervisor (Job Code 2907) Department of Human Services. (Item No. 21)**

March 4, 2002: Off calendar.

October 7, 2002: Postpone to the meeting of November 4, 2002 at the request of John Prentice, Attorney for Ms. Santiago.

Speakers:
Pat Burns, Department of Human Services
Sixta Santiago, Appellant
Amelia Aquino, Department of Human Services

Action: Cancel any current examination and eligibility; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service; No future employment with the Department of Human Services. (Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

5:12 p.m.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Agenda and Notice of Special Meeting – Closed Session

Monday, November 18, 2002

10:00 a.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

A) CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
Linda Ross/designee, City Attorney's Office

B) CONFERENCE WITH LABOR NEGOTIATOR (DISCUSSION ITEM)
San Francisco Administrative Code Section 67.10(e)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC
Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
    - 313 – Certification of Eligibles

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 11/12/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

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All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

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1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, November 18, 2002
10:00 a.m.

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I. The Special Meeting convened at 10:26 a.m.

Present:
Commissioner Donald A. Casper
Commissioner Morgan R. Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with legal counsel (San Francisco Administrative Code Section 67.10(d) and pursuant to California Government Code Section 54956.9) - Conference with Legal Counsel - Anticipated Litigation; and, to confer with the designated labor negotiator San Francisco Administrative Code 67.10 (e).

Action: The Commission voted to conduct a closed session.
(Vote of 5 to 0)

Closed Session started at 10:27 a.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Morgan R. Gorrono, Vice President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Martin Gran, City Attorney's Office

Lizzette Henríquez, Civil Service Commission
Linda M. Ross, City Attorney's Office
Gene Rucker, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC
Marsha Stroope, Department of Human Resources

A) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – AS DEFENDANT (DISCUSSION ITEM)
California Government Code Section 54956.9
San Francisco Administrative Code Section 67.10(d)
Threatened lawsuit by Fire Fighters, Local 798
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Linda Ross/designee, City Attorney's Office
Organization: Firefighters – Local 798

Anticipated issue under negotiation:

- Fire Rules:
  - 313 – Certification of Eligibles

Closed session ended at 12:36 p.m.

IV. Reconvened in open session at 12:37

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (ACTION ITEM)

Action: The Commission voted not to disclose any and all discussions held in closed session. (Vote of 5 to 0)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

12:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
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COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

**Regular Meeting
of
November 18, 2002**

**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

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Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

COMMISSIONER'S NEW BUSINESS

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260 ● www.sfgov.org/civil_service/

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 18, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of November 4, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0819-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-02/03	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06

October 7, 2002: Postpone to the meeting of November 4, 2002.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) Review of request for approval of proposed personal services contracts. (File No. 0970-02-8) - Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-02/03	City Administrator's Office	$100,000	Will provide language translation services for City-wide departments that do not have the personnel to provide written translation services.	Regular	12/1/03
4064-02/03	Airport Commission	$6,000,000	Will provide additional work needed to revise the runway planning layouts, and update the activity forecasts in response to FAA comments.	Regular	12/31/06
4065-02/03	Airport Commission	$89,000	Will conduct Airport user satisfaction surveys to evaluate the level of service and identify problems at the Airport. Types of surveys include the Annual Air Passenger Survey, concession surveys, and other special surveys.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4066-02/03	Public Utilities Commission (Water)	$210,000	Will provide removal of obstructing, fire fuel load vegetation at numerous locations on the SFPUC East Bay watershed lands. Will provide maintenance of fire breaks, access roads, trails and other required ground maintenance tasks.	Regular	11/17/05
4067-02/03	Public Utilities Commission (Water)	$225,000	Will analyze annual revenue requirements for water and sewer utility service, allocate costs of service to rate classes, and develop cost based rates.	Regular	11/17/03
4068-02/03	Recreation & Parks	$100,000	Will provide administrative support for all 11 District Park Planning Committees that have been established over the last two years.	Regular	07/01/03
4069-02/03	Human Resources	Increase Amount $50,000 New Amount $100,000	Will coordinate and manage collective bargaining negotiations for one or more bargaining units; consult and advise on labor strategies and related labor issues; and consult and advise on research in preparation for and during negotiations.	Regular	06/30/03
4104-99/00	Public Utilities Commission (Water)	Increase Amount $150,000 New Amount $2,410,000	Will provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/03

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(7) Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0430-02-7) - Action Item

September 16, 2002: Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.

October 21, 2002: The Commission requested additional information for the record including copies of passenger complaints, no shows (T-12's), the videotape retrieved from the establishment by San Francisco Police Department, supervisory statements, either in person or written on Ms. Dixon's time off, and the appearance of key personnel. The Executive Officer was authorized to issue a subpoena for the production of records in the event such records were not voluntarily submitted upon request. Postpone to the meeting of November 4, 2002.

File No. 0430-02-7 (continued)

November 4, 2002: Postpone to the meeting of November 18, 2002.

Recommendation of the Director of Transportation: No restrictions on future employment. Appeal withdrawn by Ms. Dixon. Off calendar.

(8) **Request by Roger Navarro for reconsideration of a ban from working in a department. (File No. 0971-02-7) - Action Item**

Recommendation of the Human Resources Director: Approve removal of employment restriction banning Roger Navarro from working in the San Francisco Police Department and Department of Parking and Traffic.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) **Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (File No. 0885-02-1) - Action Item**

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.

Recommendation of the Human Resources Director: Open for discussion.

(10) **Appeal by Edwin Marsullo of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0683-02-4) - Action Item**

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of Edwin Marsullo.

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Edwin Marsullo. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(11) **Appeal by Gerard Garcia of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0694-02-4) - Action Item**

November 4, 2002: Postpone to the meeting of November 18, 2002.

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Gerard Garcia. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(12) **Appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0807-02-4) - Action Item**

Recommendation of the Executive Officer: Deny the appeal by Michael Lund. Sustain the decision of the Executive Officer.

(13) **Appeal by Frank Rizzo of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0826-02-4) - Action Item**

Recommendation of the Executive Officer: Deny the appeal by Frank Rizzo. Sustain the decision of the Executive Officer.

(14) **Appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0808-02-4) - Action Item**

Recommendation of the Executive Officer: Deny the appeal by David Sweeney. Sustain the decision of the Executive Officer.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (File No. 0598-02-7) - Action Item**

October 7, 2002: Postpone to the meeting of October 21, 2002.

File No. 0598-02-7 (continued)

October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of Michele Washington.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.
Recommendation of the Human Resources Director:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

COMMISSIONER'S NEW BUSINESS

(16) **Implementation of Proposition J - Board of Supervisors Salaries. (File No. 0973-02-1)**

Recommendation: Open for discussion.

(17) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(18) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
November 18, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:07 p.m.

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ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Present
Commissioner Adrienne Pon	Present
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of November 4, 2002

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

Due to various Winter holidays in December, the Civil Service Commission will meet only once on December 2, 2002. The meeting of December 16, 2002 is canceled.

0819-02-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-02/03	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06

October 7, 2002: Postpone to the meeting of November 4, 2002.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.

Speakers: None.

Action: Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health. (Vote of 5 to 0)

0970-02-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-02/03 *Over to 12/02/02*	City Administrator's Office	$100,000	Will provide language translation services for City-wide departments that do not have the personnel to provide written translation services.	Regular	12/1/03
4064-02/03	Airport Commission	$600,000	Will provide additional work needed to revise the runway planning layouts, and update the activity forecasts in response to FAA comments.	Regular	12/31/06
4065-02/03	Airport Commission	$89,000	Will conduct Airport user satisfaction surveys to evaluate the level of service and identify problems at the Airport. Types of surveys include the Annual Air Passenger Survey, concession surveys, and other special surveys.	Regular	12/31/03
4066-02/03	Public Utilities Commission (Water)	$210,000	Will provide removal of obstructing, fire fuel load vegetation at numerous locations on the SFPUC East Bay watershed lands. Will provide maintenance of fire breaks, access roads, trails and other required ground maintenance tasks.	Regular	11/17/05
4067-02/03	Public Utilities Commission (Water)	$225,000	Will analyze annual revenue requirements for water and sewer utility service, allocate costs of service to rate classes, and develop cost based rates.	Regular	11/17/03
4068-02/03	Recreation & Parks	$100,000	Will provide administrative support for all 11 District Park Planning Committees that have been established over the last two years.	Regular	07/01/03
4069-02/03	Human Resources	Increase Amount $50,000 New Amount $100,000	Will coordinate and manage collective bargaining negotiations for one or more bargaining units; consult and advise on labor strategies and related labor issues; and consult and advise on research in preparation for and during negotiations.	Regular	06/30/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4104-99/00	Public Utilities Commission (Water)	Increase Amount $150,000 New Amount $2,410,000	Will provide construction management and specialized field inspection services for the San Francisco Water Supervisory Control and Data Acquisition (SCADA) project.	Regular	12/31/03

Speakers: Richard Kimball, Recreation and Park Department and Linda Hunter, Neighborhood Parks Council spoke on PSC #4068-02/03.

Action: Postpone PSC #4063-02/03 to the meeting of December 2, 2002 at the request of City Administrator's Office. Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0430-02-7 **Determination of future employability: Disciplinary release of entrance probationary appointment of Yovanda Dixon, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 7)**

September 16, 2002: Postpone to the meeting of October 21, 2002 at the request of TWU Local 250-A.

October 21, 2002: The Commission requested additional information for the record including copies of passenger complaints, no shows (T-12's), the videotape retrieved from the establishment by San Francisco Police Department, supervisory statements, either in person or written on Ms. Dixon's time off, and the appearance of key personnel. The Executive Officer was authorized to issue a subpoena for the production of records in the event such records were not voluntarily submitted upon request. Postpone to the meeting of November 4, 2002.

November 4, 2002: Postpone to the meeting of November 18, 2002.

Speakers: None.

Action:

(1) No restrictions on future employment. Appeal withdrawn by Ms. Dixon. Off calendar.

(2) The Commission requested the Municipal Transportation Agency provide additional information on the recommendation to remove future employment restrictions. (Vote of 5 to 0)

0971-02-7 **Request by Roger Navarro for reconsideration of a ban from working in a department. (Item No. 8)**

Speakers: None.

Action: Approve removal of employment restriction banning Roger Navarro from working in the San Francisco Police Department and Department of Parking and Traffic.
(Vote of 5 to 0)

0977-02-1 **Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 9)**

Speakers: None.

Action: Adopt report. (Vote of 5 to 0)

0885-02-1 **Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (Item No. 10)**

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.

Speakers: None.

Action: Postpone to the meeting of December 2, 2002 at the request of the Department of Human Resources.
(Vote of 5 to 0)

0683-02-4 **Appeal by Edwin Marsullo of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 11)**

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of Edwin Marsullo.

Speakers: Assistant Deputy Chief Lorrie Kalos,
San Francisco Fire Department
Edwin Marsullo, Appellant

Action: Deny the appeal by Edwin Marsullo. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

0694-02-4 **Appeal by Gerard Garcia of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 12)**

November 4, 2002: Postpone to the meeting of November 18, 2002.

Speakers:
Assistant Deputy Chief Lorrie Kalos,
San Francisco Fire Department
Gerard Garcia, Appellant

Action: Deny the appeal by Gerard Garcia. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 3 to 2; Commissioners Casper and Gorrono dissent.)

0807-02-4 **Appeal by Michael Lund of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 13)**

Speakers:
Anita Sanchez, Civil Service Commission
Sylvia Courtney, Attorney
Michael Lund, Appellant

Action: Grant the appeal by Michael Lund. (Vote of 5 to 0)

0826-02-4 **Appeal by Frank Rizzo of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 14)**

Speakers:
Anita Sanchez, Civil Service Commission
Frank Rizzo, Appellant

Action: Deny the appeal by Frank Rizzo. Sustain the decision of the Executive Officer. (Vote of 3 to 2; Commissioners Casper and Richardson dissent.)

0808-02-4 **Appeal by David Sweeney of the Executive Officer's decision to close file on his disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 15)**

Speakers:
Anita Sanchez, Civil Service Commission
Sylvia Courtney, Attorney
David Sweeney, Appellant

Action: Grant the appeal by David Sweeney. (Vote of 3 to 2; Commissioners Pon and Safont dissent.)

0598-02-7	**Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (Item No. 16)**

October 7, 2002:	Postpone to the meeting of October 21, 2002.
October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of Michele Washington.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.
Speakers:	None.
Action:	Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health. The Commission stipulated that this would be the last continuance granted. (Vote of 5 to 0)

0973-02-1	**Implementation of Proposition J - Board of Supervisors Salaries. (Item No. 17)**

Action:	The Commission gave general directions to the Executive Officer to proceed with comprehensive study and to report on timelines and work plan for review and direction of the Commission for the meeting of January 6, 2003.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:59 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

Agenda and Notice of Special Meeting – Closed Session

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Monday, December 2, 2002

1:00 p.m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC

Anticipated issue under negotiation:

- Civil Service Commission Rules:
  - 05 Series
    - Section 05.12.1 – Examination Matters

The Commissioners have been provided proposed Rules under discussion. The Commissioners may be provided with additional information on the proposals at this meeting.

IV. Reconvene in open session:

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).)
(ACTION ITEM)

Recommendation: Approve.

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VI. Adjournment.

Please Note: *Non-privileged explanatory documents will be made available for public inspection at the Civil Service Commission office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

Posted 11/25/02

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Minutes of Special Meeting – Closed Session

Monday, December 2, 2002

1:00 p.m.

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I. The Special Meeting convened at 1:22 p.m.

Present: Commissioner Donald A. Casper
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont
Excused: Commissioner Morgan R. Gorrono

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

None.

III. Vote on whether to hold closed session to confer with the designated labor negotiator (San Francisco Administrative Code Section 67.10 (e). (ACTION ITEM)

Action: The Commission voted to conduct a closed session.
(Vote of 4 to 0)

Closed Session started at 1:25 a.m. in City Hall, Room 400 and the following were present:

Donald A. Casper, President
Adrienne Pon, Commissioner
Linda Richardson, Commissioner
Rosabella Safont, Commissioner
Kate Favetti, Executive Officer, CSC
Yvette Gamble, Civil Service Commission
Andrea Gourdine, Department of Human Resources
Martin Gran, City Attorney's Office
Lizzette Henríquez, Civil Service Commission
Gene Rucker, Civil Service Commission
Anita Sanchez, Assistant Executive Officer, CSC

A) CONFERENCE WITH LABOR NEGOTIATOR
(DISCUSSION ITEM)
Kate Favetti, Executive Officer, CSC
Gene Rucker, Labor Negotiator, CSC

Anticipated issue under negotiation:

- Civil Service Commission Rules:
  - 05 Series
    - Section 05.12.1 – Examination Matters

Closed session ended at 2:29 p.m.

IV. Reconvened in open session at 2:30 p.m.

A) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (b)(5).) (Vote of 4 to 0)

Action: Post for meet and confer, amendments to CSC Rule 05 Series – Section 05.12.1 to extend by close of business on the fifth (5th) day, appeals received by the Executive Officer on examination matters; and, where notification is sent to the appellant exclusively by certified mail – return receipt requested, the appeal period is extended an additional five (5) working days (excluding Saturdays, Sundays, and holidays). (Vote of 3 to 1; Commissioner Richardson dissents.)

V. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VI. Adjournment.

2:32 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
December 2, 2002

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ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

SEPARATIONS AGENDA

EXECUTIVE OFFICER'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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B. Policy Requiring Written Reports

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C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda,* presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m.-5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Donna Hall, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna.Hall@sfgov.org, or on the City's website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Administrative Code Sec. 16.520 - 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 30 Van Ness Ave., Suite 3900, San Francisco, CA 94102, telephone (415) 581-2300, fax (415) 581-2317 and web site http://www.sfgov.org/ethics/.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 2, 2002
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Donald A. Casper
Commissioner Morgan Gorrono
Commissioner Adrienne Pon
Commissioner Linda Richardson
Commissioner Rosabella Safont

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Special Meeting of November 18, 2002 - 10:00 a.m. Closed Session

Recommendation: Approve.

Regular Meeting of November 18, 2002

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts. (File No. 0819-02-8) - Action Item

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. Attendance by departmental representatives is not required.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-02/03	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06

October 7, 2002:	Postpone to the meeting of November 4, 2002.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) **Review of request for approval of proposed personal services contracts. (File No. 0883-02-8) - Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-02/03	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Public Utilities Commission.

November 4, 2002: Postpone to the meeting of December 2, 2002 at the request of the Public Utilities Commission.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) **Review of request for approval of proposed personal services contracts. (File No. 0970-02-8) - Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-02/03	City Administrator's Office	$100,000	Will provide language translation services for City-wide departments that do not have the personnel to provide written translation services.	Regular	12/1/03

November 18, 2002: Postpone to the meeting of December 2, 2002 at the request of the City Administrator's Office.

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(8) **Review of request for approval of proposed personal services contracts. (File No. 0993-02-8) - Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-02/03	Port	$500,000	Will devise and implement a comprehensive assessment program to identify and analyze the Port's security needs; evaluate the Port's current security p measures and procedures; and recommend appropriate mitigation measures.	Regular	09/30/03
4071-02/03	Arts Commission	$150,000	Will prepare design, cost estimates, engineering and then fabricate, transport and install an original work of art at a designated location along Octavia Blvd.	Regular	12/31/04

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4072-02/03	Public Works	$3,600,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, negotiation of cleanup standards with regulatory agencies, and preparation of risk assessments and reports.	Regular	06/30/05
4073-02/03	Public Works	$3,200,000	Will provide as-needed environmental project planning and noise monitoring consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/05
4074-02/03	Public Works	$3,200,000	Will provide all services, labor, materials and equipment necessary to respond to hazardous material incidents (HazMat) typically involving environmental, asbestos and lead removal and cleanup for City property and facilities.	Regular	06/30/05

Recommendation of the Human Resources Director: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(9) Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (File No. 1006-02-5) - Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.

(10) Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (File No. 1007-02-5) - Action Item

Recommendation: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations.

(11) Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2002/2003, pursuant to San Francisco Charter Section 16.9-24 - Equal Employment Opportunity Plans. (File No. 0981-02-6) - Action Item

Recommendation: Approve the Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2002/2003.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(12) Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (File No. 0885-02-1) - Action Item

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.

November 18, 2002: Postpone to the meeting of December 2, 2002 at the request of the Department of Human Resources.

Recommendation of the Human Resources Director: Open for discussion.

(13) Appeal by Terry Tong of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (File No. 0683-02-4) - Action Item

November 4, 2002: Postpone to the meeting of December 2, 2002 at the request of Paul Wolf, Attorney.

Recommendation of the SFFD and the Human Resources Director: Deny the appeal by Terry Tong. Sustain the decision of the San Francisco Fire Department and the Human Resources Director.

(14) Appeal by Rorrie Tiniakoff of the Human Resources Director's decision on her complaint of discrimination. (File No. 0856-02-6) - Action Item

Recommendation of the Human Resources Director: Deny the appeal of Rorrie Tiniakoff. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (File No. 0598-02-7) - Action Item**

October 7, 2002:	Postpone to the meeting of October 21, 2002.
October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of Michele Washington.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health. The Commission stipulated that this would be the last continuance granted.
Recommendation of the Human Resources Director:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one (1) year work experience outside the City and County service.

(16) **Determination of future employability: Dismissal of permanent civil service appointment of John Winston, Transit Operator (Job Code 9163) Municipal Transportation Agency. (File No. 0786-02-7) - Action Item**

Recommendation of the Director of Transportation:	Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of two (2) years work experience outside the City and County service; Must participate in an appropriate substance abuse program and receive a release to work from a DHR-designated professional in substance abuse; No future employment with the Municipal Transportation Agency.

EXECUTIVE OFFICER'S REPORT

(17) **Report on Civil Service Commission Supplemental Budget Request FY 2002-2003. (File No. 1005-02-1)**

September 16, 2002:	Authorize Executive Officer to request Budget Supplemental in the amount of $150,000 and for the Executive Officer to obtain from Littler Mendelson details of future costs; Approve report.
Recommendation:	Open for discussion.

(18) **Mayor's Office Budget Instructions for Fiscal Year 2003-2004. (File No. 1003-02-1)**

Recommendation:	Open for discussion.

(19) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

MINUTES

Regular Meeting
December 2, 2002

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

DOCUMENTS DEPT.
DEC - 6 2002
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:40 p.m.

ROLL CALL

Commissioner Donald A. Casper	Present
Commissioner Morgan Gorrono	Excused
Commissioner Adrienne Pon	Present (missed Items 18, 19, 20)
Commissioner Linda Richardson	Present
Commissioner Rosabella Safont	Present

Commissioner Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Galen Leung, Department of Public Health spoke on PSC #4051-02/03.

APPROVAL OF MINUTES

Special Meeting of November 18, 2002 - 10:00 a.m. Closed Session

Action: Approve. (Vote of 4 to 0)

Regular Meeting of November 18, 2002

Action: Approve. (Vote of 4 to 0)

ANNOUNCEMENT:

A Special Meeting will be held on December 16, 2002 at 2:00 p.m. in Room 400, City Hall, 1 Dr. Carlton B. Goodlett Place.

0819-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-02/03 *Off calendar*	Public Health	$8,850,000	Will provide intermittent, as-needed facility maintenance services above baseline civil service staffing to respond to maintenance projects, accreditation findings, and emergency situation requirements of the Community Health Network.	Regular	12/31/06

October 7, 2002: Postpone to the meeting of November 4, 2002.

November 4, 2002: Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.

November 18, 2002: Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health.

Speakers: Galen Leung, Department of Public Health

Action: Off calendar. (Vote of 4 to 0)

0883-02-8 **Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4054-02/03	Public Utilities Commission (Water)	$4,000,000	Will provide as-needed contractual services to maintain the integrity of the water treatment and delivery system, continue to meet regulatory requirements, and ensure delivery of safe drinking water to its customers.	Regular	10/31/06

October 21, 2002: Postpone to the meeting of November 4, 2002 at the request of the Public Utilities Commission.

November 4, 2002: Postpone to the meeting of December 2, 2002 at the request of the Public Utilities Commission.

Speakers: Wendy Iwata, Public Utilities Commission

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0970-02-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-02/03	City Administrator's Office	$100,000	Will provide language translation services for City-wide departments that do not have the personnel to provide written translation services.	Regular	12/1/03

November 18, 2002: Postpone to the meeting of December 2, 2002 at the request of the City Administrator's Office.

Speakers: Mike Ward, Office of Contract Compliance

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0993-02-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-02/03	Port	$500,000	Will devise and implement a comprehensive assessment program to identify and analyze the Port's security needs; evaluate the Port's current security measures and procedures; and recommend appropriate mitigation measures.	Regular	09/30/03
4071-02/03	Arts Commission	$150,000	Will prepare design, cost estimates, engineering and then fabricate, transport and install an original work of art at a designated location along Octavia Blvd.	Regular	12/31/04
4072-02/03 *Over to 12/16/02*	Public Works	$3,600,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, negotiation of cleanup standards with regulatory agencies, and preparation of risk assessments and reports.	Regular	06/30/05
4073-02/03 *Over to 12/16/02*	Public Works	$3,200,000	Will provide as-needed environmental project planning and noise monitoring consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/05
4074-02/03 *Over to 12/16/02*	Public Works	$3,200,000	Will provide all services, labor, materials and equipment necessary to respond to hazardous material incidents (HazMat) typically involving environmental, asbestos and lead removal and cleanup for City property and facilities.	Regular	06/30/05

Speakers: None.

Action: Postpone PSC #4072-02/03, PSC #4073-02/03 and PSC #4074-02/03 to the Special Meeting of December 16, 2002; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

1006-02-5 **Request to extend Volume I - Civil Service Commission Rule 113 - Certification of Eligibles, Article II, Section 113.2.2 - Expansion of Certification Rules. (Item No. 9)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations. (Vote of 4 to 0)

1007-02-5 **Request to extend Volume IV- Civil Service Commission Rule 413 - Certification of Eligibles, Article II, Section 413.2.2 - Expansion of Certification Rules. (Item No. 10)**

Speakers: None.

Action: Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2003, upon agreement with the affected employee organizations. (Vote of 4 to 0)

0981-02-6 **Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2002/2003, pursuant to San Francisco Charter Section 16.9-24 - Equal Employment Opportunity Plans. (Item No. 11)**

Speakers: Gloria Louie, San Francisco International Airport

Action: Approve the Airport Commission's Equal Employment Opportunity Plan for Fiscal Year 2002/2003. (Vote of 4 to 0)

0885-02-1 **Request by the Human Resources Director for hearing on Laundry Worker (Job Code 2760) referral response from the Juvenile Court Department. (Item No. 12)**

October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of the Department of Human Resources.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Human Resources.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Human Resources.
Speakers:	None.
Action:	Postpone to the meeting of January 6, 2003 at the request of the Department of Human Resources. (Vote of 4 to 0)

0683-02-4 **Appeal by Terry Tong of the disqualification for Firefighter (Job Code H - 2) San Francisco Fire Department. (Item No. 13)**

November 4, 2002:	Postpone to the meeting of December 2, 2002 at the request of Paul Wolf, Attorney.
Speakers:	Lorrie Kalos, Assistant Deputy Chief, San Francisco Fire Department Paul Wolf, Attorney for appellant
Action:	Deny the appeal by Terry Tong. Sustain the decision of the San Francisco Fire Department and the Human Resources Director. (Vote of 4 to 0)

0856-02-6 **Appeal by Rorrie Tiniakoff of the Human Resources Director's decision on her complaint of discrimination. (Item No. 14)**

Speakers:	None.
Action:	Postpone to the meeting of February 3, 2003 at the request of Rorrie Tiniakoff. (Vote of 4 to 0)

0598-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of Michele L. Washington, Psychiatric Technician (Job Code 2305) Department of Public Health. (Item No. 15)**

October 7, 2002:	Postpone to the meeting of October 21, 2002.
October 21, 2002:	Postpone to the meeting of November 4, 2002 at the request of Michele Washington.
November 4, 2002:	Postpone to the meeting of November 18, 2002 at the request of the Department of Public Health.
November 18, 2002:	Postpone to the meeting of December 2, 2002 at the request of the Department of Public Health. The Commission stipulated that this would be the last continuance granted.
Speakers:	Robert Thomas, San Francisco General Hospital Michele Washington, Appellant
Action:	Dismiss from City and County service; Cancel any current examination and eligibility status; Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of six (6) months work experience outside the City and County service with documented evidence of satisfactory performance and attendance. (Vote of 4 to 0)

0786-02-7 **Determination of future employability: Dismissal of permanent civil service appointment of John Winston, Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 16)**

Speakers:	None.
Action:	Postpone to the meeting of January 6, 2003 at the request of the Municipal Transportation Agency. (Vote of 4 to 0)

1005-02-1 **Report on Civil Service Commission Supplemental Budget Request FY 2002-2003. (Item No. 17)**

September 16, 2002:	Authorize Executive Officer to request Budget Supplemental in the amount of $150,000 and for the Executive Officer to obtain from Littler Mendelson details of future costs; Approve report.

1005-02-1 (continued)

Speakers:	Kate Favetti, Executive Officer Civil Service Commission
Action:	Approve additional $10,000 for FY 2002-2003 Supplemental Budget Request for survey of salaries of Board of Supervisors. (Vote of 4 to 0)

1003-02-1 **Mayor's Office Budget Instructions for Fiscal Year 2003-2004. (Item No. 18)**

Speakers:	Kate Favetti, Executive Officer Civil Service Commission
Action:	Approved report and directed the Executive Officer to forward draft budget at the meeting of January 6, 2003. (Vote of 3 to 0; Commissioner Pon missed vote.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

None.

ADJOURNMENT

4:34 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

Date: November 18, 2002

To: Civil Service Commission Staff
Department of Human Resources
Decentralized Personnel Units Staff

From: Kate Favetti
Executive Officer

Subject: ***Schedule and Deadlines for Preparation of the Civil Service Commission Agenda - Calendar Year 2003***

The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for commission meetings in Calendar Year 2003.

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Mailed	Files Assembled	Delivery to Commission
01/06/03	12/26/02 11a.m.	12/26/02 3 p.m	12/27/02	12/31/02	12/31/02	01/02/03
01/20/03	*Cancelled due to Martin Luther King, Jr. Day Holiday*					
02/03/03	01/23/03 11a.m.	01/23/03 3p.m.	01/24/03	01/28/03	01/29/03	01/30/03
02/17/03	*Cancelled due to President's Day Holiday*					
03/03/03	02/20/03 11a.m.	02/20/03 3p.m.	02/21/03	02/25/03	02/26/03	02/27/03
03/17/03	03/06/03 11a.m.	03/06/03 3p.m.	03/07/03	03/11/03	03/12/03	03/13/03
04/07/03	03/27/03 11a.m.	03/27/03 3p.m.	03/28/03	04/01/03	04/02/03	04/03/03
04/21/03	04/10/03 11a.m.	04/10/03 3p.m.	04/11/03	04/15/03	04/16/03	04/17/03
05/05/03	04/24/03 11a.m.	04/24/03 3p.m.	04/25/03	04/29/03	04/30/03	05/01/03
05/19/03	05/08/03 11a.m.	05/08/03 3p.m.	05/09/03	05/13/03	05/14/03	05/15/03
06/02/03	05/22/03 11a.m.	05/22/03 3p.m.	05/23/03	05/27/03	05/28/03	05/29/03
06/16/03	06/05/03 11a.m.	06/05/03 3p.m.	06/06/03	06/10/03	06/11/03	06/12/03
07/07/03	06/26/03 11 a.m.	06/26/03 3 p.m	06/27/03	07/01/03	07/02/03	07/03/03
07/21/03	07/10/03 11a.m.	07/10/03 3p.m.	07/11/03	07/15/03	07/16/03	07/17/03
08/04/03	07/24/03 11a.m.	07/24/03 3p.m.	07/25/03	07/29/03	07/30/03	07/31/03
08/18/03	08/07/03 11a.m.	08/07/03 3p.m.	08/08/03	08/12/03	08/13/03	08/14/03
09/01/03	*Cancelled due to Labor Day Holiday*					
09/15/03	09/04/03 11a.m.	09/04/03 3p.m.	09/05/03	09/09/03	09/10/03	09/11/03
10/06/03	09/25/03 11a.m.	09/25/03 3p.m.	09/26/03	09/30/03	10/01/03	10/02/03
10/20/03	10/09/03 11a.m.	10/09/03 3p.m.	10/10/03	10/14/03	10/15/03	10/16/03
11/03/03	10/23/03 11a.m.	10/23/03 3p.m.	10/24/03	10/28/03	10/29/03	10/30/03
11/17/03	11/06/03 11a.m.	11/06/03 3p.m.	11/07/03	11/11/03	11/12/03	11/13/03
12/01/03	11/20/03 11a.m.	11/20/03 3p.m.	11/21/03	11/25/03	11/26/03	11/26/03
12/15/03	*Cancelled due to various Winter Holidays*					

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DONALD A. CASPER
PRESIDENT

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EXECUTIVE OFFICER

Agenda and Notice of Special Meeting – Open Session

Monday, December 16, 2002

2:00 p. m.

Room 400, City Hall
1 Dr. Carlton B. Goodlett Place
↑
PLEASE NOTE LOCATION!!!

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I. Call to Order and Roll Call.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

III. Review of request for approval of proposed personal services contracts. (File No. 0993-02-8) - Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
4072-02/03	Public Works	$3,600,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, negotiation of cleanup standards with regulatory agencies, and preparation of risk assessments and reports.	Regular	06/30/05
4073-02/03	Public Works	$3,200,000	Will provide as-needed environmental project planning and noise monitoring consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/05
4074-02/03	Public Works	$3,200,000	Will provide all services, labor, materials and equipment necessary to respond to hazardous material incidents (HazMat) typically involving environmental, asbestos and lead removal and cleanup for City property and facilities.	Regular	06/30/05

December 2, 2002:	Postpone to the Special Meeting of December 16, 2002.
Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser

IV. Review of request for approval of proposed personal services contracts. (File No. 1034-02-8) - Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
4075-02/03	Public Library	$110,000	Will provide consulting services to assist with implementation (migration and conversion activities) as well as with readiness of telecommunications network for installation of the Innovative Interfaces Millennium Integrated Library System	Regular	6/30/2004
4014-02/03	Airport	Increase Amount $1,881,000 New Amount $2,181,000	Will provide construction management services for the Explosive Detection Baggage Inspection System for domestic terminals as mandated by the Aviation and Transportation Security Act.	Regular	12/31/2003

Recommendation of the Human Resources Director:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

V. Municipal Transportation Agency Report on Provisional Appointments. (File No. 1031-02-1) - Action Item

Recommendation of the Director of Transportation:	Adopt report.

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

VII. Adjournment.

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247, the fax number is (415) 252-3260 and the web address is www.ci.sf.ca.us/civil_service/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11-inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on Hearing Items Out of Order and on Private Hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission Hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.
For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

I. Policy on the use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devises at and During Public Meetings

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or used of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

Special Meetings of the Civil Service Commission are normally held in Room 414 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 42 Downtown Loop, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting, except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: 1) American Sign Language interpreters; 2) use of a reader; 3) sound enhancement system; and 4) alternative formats of the agenda and minutes. Please contact Anita Sanchez, Assistant Executive Officer at (415) 252-3247 to make arrangements. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, OR TO OBTAIN A FREE COPY OF THE SUNSHINE ORDINANCE, CONTACT DONNA HALL, ADMINISTRATOR, SUNSHINE ORDINANCE TASK FORCE, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: Donna_Hall@ci.sf.ca.us, or on the City's website at www.ci.sf.ca.us.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required to register and report lobbying activity (the San Francisco Lobbyist Ordinance -- San Francisco Administrative Code Sec. 16.520 - 16.534). For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 or http://www.ci.sf.ca.us/ethics/.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/02

Minutes of Special Meeting – Open Session

Monday, December 16, 2002
2:00 p. m.

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COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

I. The Special Meeting convened at 2:10 p.m.

Present:	Commissioner Donald A. Casper Commissioner Morgan R. Gorrono Commissioner Linda Richardson Commissioner Rosabella Safont
Excused:	Commissioner Adrienne Pon

Commissioner Casper presided.

II. Public comment on all matters appearing on the Special Meeting Agenda Session.

Spike Kahn, IFPTE Local 21 requested to speak on PSC# 4075-02/03 when the item is heard on the Agenda.

III. Review of request for approval of proposed personal services contracts. (File No. 0993-02-8) - Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
4072-02/03	Public Works	$3,600,000	Will perform as-needed human and ecological risk assessments as may be required to assist in the completion of property transactions, negotiation of cleanup standards with regulatory agencies, and preparation of risk assessments and reports.	Regular	06/30/05
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File No. 0993-02-8 Continued

December 2, 2002: Postpone to the Special Meeting of December 16, 2002.

Speakers: Stanley DeSouza, Department of Public Works

Action: Adopt Human Resources Director's report for PSCs # 4072-02/03 and 4073-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Adopt Human Resources Director's report for PSC # 4074-02/03. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 1; Commissioner Gorrono dissents.)

IV. Review of request for approval of proposed personal services contracts. (File No. 1034-02-8) - Action Item

PSC	Department	Amount	Type of Service	Type of Approval	Duration
4075-02/03	Public Library	*$115,000*	Will provide consulting services to assist with implementation (migration and conversion activities) as well as with readiness of telecommunications network for installation of the Innovative Interfaces Millennium Integrated Library System	Regular	6/30/2004
4014-02/03	Airport	Increase Amount $1,881,000 New Amount $2,181,000	Will provide construction management services for the Explosive Detection Baggage Inspection System for domestic terminals as mandated by the Aviation and Transportation Security Act.	Regular	12/31/2003

Speakers:

1) Donna Marion, SF Public Library
2) Spike Kahn, IFPTE Local 21
3) Oli Sadler, Dept. Telecommunications and Information Svcs.
4) Sylvia Pisano, SF Public Library, spoke on PSC #4075-02/03 amended to 1) reflect the new amount of the contract to $115,000; 2) SF Public Library will interface with DTIS; 3) the Contractor will train City employees.
5) Reuben Halili, Airport Commission, spoke on PSC # 4014-02/03.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

V. Municipal Transportation Agency Report on Provisional Appointments. (File No. 1031-02-1) - Action Item

Speakers:	Candy Heurlin, Municipal Transportation Agency
Action:	Adopt report. (Vote of 4 to 0)

VI. General Public Comment on Any Matter Within the Subject Matter Jurisdiction of the Civil Service Commission.

None.

VII. Adjournment.

3:00 p.m.

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